

ENFIELD DISTRICT SCHOOL
PARENT/GUARDIAN HANDBOOK

2019-2020



Soar with the eagles!

ENFIELD DISTRICT SCHOOL



Parent Information 2019-2020

Enfield District School
29 Catherine Street
Enfield, N.S., B2T 1L4

Welcome back to school!! We are looking forward to a new school year. We hope everyone had a chance to relax, refresh and enjoy time away from regular routines. The staff of Enfield District School strives to provide a positive, successful year for all students. We look forward to working with you to ensure your child will experience growth both academically and socially this school year.

This booklet will provide you with information and procedures. Please take time to review the contents as it will be helpful throughout the entire school year. The handbook is updated on a yearly basis. Important updates may also be sent to you throughout the year via our monthly newsletters or email. We ask parents/guardians to keep informed of the many events that happen in our school by keeping this booklet and our school newsletters handy for future reference. Both can be found on our school website.

As a staff, we will continue to dedicate ourselves to initiatives directed toward improving student achievement and school culture. We will continue to promote virtues from the Virtues Project™ as a means to improve and foster positive character development among all students. We also have a wonderful Positive Effective Behaviour Support (PEBS) matrix with videos for many areas of the school to support positive behaviour throughout our school.

I look forward to a productive school year. Enfield District School is a wonderful, community school which takes pride in providing a safe, positive environment for all to work and learn. Once again, welcome to the 2019-2020 school year!

Sincerely,

A handwritten signature in purple ink that reads 'Tina Knol'.

Tina Knol
Principal

STAFF LIST

GRADE		ROOM #
	<i>Teaching Staff</i>	
P	Sherri Hartt	103
P	Michelle Isenor	101
1	Melanie Gilroy/Andrea Mitchell	104
1	Jennifer Jardine	102
2	Katie Wilson	105
2	Melissa Wallis	106
2/3	Veronica Zentilli / Jeannie Davis-Ward	110
3	Marcie Frizzell (Samantha Krauch)	108
3/4	Hannah Armstrong	107
4	Tammy Hall	109
5	Jayne Peters	113
5	Cassandra Cooke	111
French (Gr. 4 & 5)	Sarah Larson	114
Music	Gillian Sproul/Andrea Mitchell	118
Phys. Ed.	Sonya Aikens	119
Resource Support	Paula Horne / Veronica Zentilli / Sylvia Scott	121
Reading Recovery	Sylvia Scott	131
Attendance Support	Kareen Knox	121
Guidance	Shelaine O'Donnell-Larade	1211
HPS Coordinataor	Kate MacLeod	142
Psychologist	Ashley Monk	
Speech-Pathologist	Jennifer Norris	1201
Student Support Worker	Mikida Green-Andrea	
Principal	Tina Knol	1305
Vice Principal	Paula Horne	1302

Educational Assistants

Sandra Garden-Cole
Joanne Grace
Susan James
Crystal Pearl
Jennifer Robinson
Sharon Tanner
Lori Wood-Miller

Support Staff

Admin Assistant	Lisa MacPhee	0
Cafeteria	Darlene MacDonnell	115
Custodian	Maryann Sawler / Jacob Sawler	
Noon Supervisors	Mary MacKenzie/Shelly O'Neil/Nancy Penny/TBA	

OUR PHONE SYSTEM: To reach us call 883-5300. You may reach the administrative assistant by dialing 0, the Principal at 1305 and the Vice Principal at 1302. To leave a message for a teacher, dial Room # (as listed previously).

STAFF E-MAILS

Administration:

Knol, Tina – knolt@ccrce.ca
Horne, Paula – hornepm@ccrce.ca
MacPhee, Lisa - macpheelm@ccrce.ca

Teaching Staff:

Aikens, Sonya – aikenss@ccrce.ca
Armstrong, Hannah - armstronghr@ccrce.ca
Cooke-Slaunwhite, Cassandra – cooke-slaunwhitec@ccrce.ca
Davis-Ward, Jeannie – davisjl2@ccrce.ca
Frizzell, Marcie – frizzellml@ccrce.ca
Gilroy, Melanie – gilroym@ccrce.ca
Hall, Tammy – halltd@ccrce.ca
Hartt, Sherri - hartts@ccrce.ca
Isenor, Michelle – isenorma@ccrce.ca
Jardine, Jennifer – jardinej@ccrce.ca
Knox, Kareen – knoxkl@ccrce.ca
Krauch, Samantha – krauchsl@ccrce.ca
Larson, Sarah – larsonsl@ccrce.ca
Mitchell, Andrea – bedfordaa@ccrce.ca
O'Donnell-Larade, Shelaine – odonnellsc@ccrce.ca
Peters, Jayne – petersj@ccrce.ca
Scott, Sylvia - scottsc@ccrce.ca
Sproul, Gillian - sproulg@ccrce.ca
Wallis, Melissa – wallism@ccrce.ca
Wilson, Katie – wilsonmk@ccrce.ca
Zentilli, Veronica – zentilliv@ccrce.ca

MISSION STATEMENT:

The mission statement of Enfield District School is to foster a love for learning through quality education.

This will be facilitated in a safe, supportive and structured environment, where individual differences are recognized and self-esteem is emphasized.

VISION DESCRIPTION:

Our school will be a peaceful and inviting place where teachers, students and community grow together to meet the challenges of an ever-changing world.

BELIEFS:

At Enfield District School, we believe that:

- all students can learn,
- students take responsibility for their education when actively involved in learning experiences,
- students learn best when teachers, parents and students work together,
- teachers are facilitators of learning,
- learning is a lifelong process,
- learning embraces the human spirit, mind and body,
- education provides an opportunity for growth,
- school must provide an environment where learning is enhanced.

SCHOOL HOURS

7:45 am Students begin to arrive. Supervision of students begins at this time. (Students should not arrive before this time.)

8:00 am Bell (students must be in the building by 8:00 am for attendance and instruction).

10:05-10:20 am Recess

2:00 pm Dismissal

LUNCH TIMES

Grade	3/4, 4 & 5	-----	11:15 - 12:00
Grade	P & 1	-----	11:40 - 12:25
Grade	2, 2/3 & 3	-----	12:05 - 12:50

2019-2020 SCHOOL CALENDAR

September 2 – Labour Day
September 3 – Staff Orientation Day & Meet the Teacher (5:00 – 6:00pm)
September 4 – Staff Professional Development
September 5 – First Day for Students
September 12 – Provincial Stand Up Against Bullying Day
September 23 – School Photo Day
September 27 – Staff Professional Development (no classes for students)
October 8 – Photo Retakes
October 14 - Thanksgiving Day Holiday
October 25 - Provincial Conference Day (no classes for students)
November 11 – Remembrance Day Holiday
November 15 – Assessment & Evaluation Day (no classes for students)
November 27 - Report Cards go home
November 28 - Parent Meetings (evening)
November 29 – Parent Meetings (morning) / Staff Professional Development (pm)
December 11 – Holiday Turkey Dinner (all staff and students)
December 17 – Christmas Bazaar
TBD – Holiday Concert for Grandparents/Special Guests/Siblings (9:00 am)
TBD – Holiday Concert for Parents/Guardians (6:30 pm)
December 20 – Last Day of Classes for Students
January 6 – Classes Resume
January/February – Primary Registration (date to be determined)
February 17 – Africville Heritage Day
February 18 – Staff Professional Development (no classes for students)
March 16 – 20 - March Break
March 27 - Assessment & Evaluation Day (no classes for students)
April 7 – Report Cards Go Home
April 8 - Parent Meetings (evening)
April 9 – Parent Meetings (morning) / Staff Professional Development (afternoon)
April 10 – Good Friday Holiday
April 13 – Easter Monday Holiday
May 18 – Victoria Day Holiday
June 2 – Primary Orientation
June 5 – Grade 5 Transition Day to REC
June 26 – Last Full Day for Students
(family picnic, afternoon entertainment)
June 29 – Assessment & Evaluation Day (no classes for students)
June 30 - Report Card Day

CONTACTING TEACHERS

We appreciate your calls. Teachers cannot come to the phone or leave their classrooms to meet with parents during class time. Teachers may also be on duty in the morning, at recess, or during lunch time. If the teacher is unavailable, please leave a message and your call will be returned as soon as possible. Feel free to e-mail your child's teacher directly, as well. All contacts are listed earlier in this booklet.

The principal is usually available during class time. Please call ahead to schedule a time to meet.

VACATIONING STUDENTS

Students will be given missed paper work upon their return to school. Generally, reading, writing and math fact practice can be vacation 'school work'. Keeping a journal of new experiences is a wonderful way to enhance learning while away.

ABSENTEE POLICY

Please call the school **prior to 8:00 a.m.** to inform us of your child's absence. Safe arrival calls occur when student absences are unexcused. Please call 883-5300, ext.1 to leave a message.

PUBLIC ACCESS TO OUR SCHOOL

All parents, visitors and volunteers, must enter the building through the main front entrance and then report to the main office upon arrival. Visitor passes will be issued while you are in the building to inform staff and students that you have been cleared through the main office. All students are to be signed out by a parent/guardian at the office. All external doors will remain locked throughout the school day. We truly appreciate your support as safety is a priority for our school.

CHANGE OF DISMISSAL POLICY

If your child is to travel home different than usual, the school **must have a note** sent in to the teacher. **Calls to the school for changes will only be honored in an emergency situation.** A change of bus cannot be accommodated due to full loads.

STUDENT REGISTRATION FORMS

Student registration forms need to be kept up-to-date. Please inform the school of any changes of caregivers, contact numbers, medical information or any other pertinent information. ***Registration forms are sent home each year to be updated as required.***

MEDICATION

The Chignecto-Central Regional Centre for Education believes that under normal circumstances prescribed medication/medical intervention should be dispensed before and/or after school hours under the supervision of the parent/guardian.

It is expected that parents/guardians will, when possible, make the necessary arrangements to eliminate the need for school personnel to be involved with the dispensing of medication/medical intervention to students during school hours. Occasionally, it may be necessary for medication/medical intervention to be dispensed while a student is at school.

If your child requires medication you must complete *Form A – Administration of Medications/Medical Interventions* (attached) before dropping off medication. Please do not send any medications to school with your child. Parents/guardians are requested to drop off or pick up medications at the office.

If you have a child with severe allergic reactions (anaphylaxis) you must complete *Form OS-G-05A – Emergency Allergy Alert Form (Student)* which is attached.

REPORTING STUDENT PROGRESS

It is very important to have contact between home and school to report on student progress. All elementary schools in the Chignecto-Central Regional Centre for Education have three reporting periods during the school year. Formal report cards are reviewed with the parent/guardian and student progress discussed first and second terms over the phone or during parent/teacher meetings.

Please see the 2019-2020 calendar for report card distribution dates. Other meetings and/or telephone discussions are arranged throughout the year as the need arises. Please contact your child's teacher with any concerns.

CURRICULUM

The students at Enfield District are offered a program of study consistent with the guidelines of the Nova Scotia Department of Education and Early Childhood Development. Specialized services are also available to help those individuals who are experiencing difficulty with academic programs. These services include psychologists, speech-language pathologists, guidance counselor, behavior support, family support, autism support and resource support teachers. Specialists assist the school in the identification of individual needs and the development of specific programs.

PHYSICAL EDUCATION

Students will have four physical education classes per week. Teachers will notify students and parents as to particular schedules. Students should wear shorts or sweat pants, t-shirt and indoor white-soled sneakers. These sneakers must stay at school and be labeled. The opportunity of being involved in intramurals is available to our Grade 4 and 5 students. Details will be shared during your child's regular physical education classes.

MUSIC

Students will have two music classes per week. Teachers will notify students and parents as to particular schedules. Students can be involved in music opportunities and that information will be shared with students during their music class in relation to Jr. Choir (Gr. 2 and 3) and Sr. Choir (Gr. 4 and 5).

STUDENT SUPPLIES

Although students in Grades 1-5 are given a list of supplies needed for their school year, these supplies deplete as the year progresses. Therefore, teachers may request additional materials. For this school year, Primary supplies are provided by the school for a \$35.00 fee.

BIRTHDAYS

Birthday party invitations will not be handed out at school by students or staff. At Meet the Teacher Night, parents and guardians will have an opportunity to provide their contact information. This information will be shared with parents/guardians at their child's grade level. Once this information is gathered, a copy will be sent home with your child. We recognize your child's birthday over the announcements.

FIELD TRIPS & TRANSPORTATION

On occasion, students have the opportunity to go on field trips. In order for your child to participate, a permission slip must be signed prior to each trip. **If for any reason, your child is not permitted to go on a class trip, the child must still report to school, as it is a regular school day.** Please do not hesitate to contact us if assistance is needed. We want all students to participate in these opportunities.

CLOSING OF SCHOOL

In case of inclement weather, schools may be closed for the day. Such announcements are made on the local radio stations, as well as on the School Board's website (www.ccrce.ca) early in the morning. In the event of school closing mid-day, every attempt will be made to contact parents/guardians.

Phone lines are very busy during these times and we ask that you not call the school. Staff will contact parent/guardians and note any alternate plans. Thank you for your cooperation!

Alternate arrangements for childcare should be in place in this situation. Please ensure that your child knows where to go should it be necessary to close schools early. These days are very hectic and do cause stress for the students if alternative arrangements are unknown or not in place.

LOST AND FOUND

Articles found in or around the school are placed in the lost and found containers located in the foyer.

Parents are asked to label shoes, jackets, mittens, hats, boots, backpacks, etc. with the child's name. We encourage students to leave items of value at home. The school is not responsible for lost items.

ELECTRONIC DEVICES/TRADING CARDS/TOYS

Students are asked not to bring electronic equipment such as iPods or cell phones to school. Students are also asked to keep their toys (including fidgets) and trading cards at home. Occasionally, we have a card day when students can bring their cards to trade. Please make arrangements with the teacher involved if your child wishes to bring a special item to school for the day.

VOLUNTEERS

The staff and students greatly appreciate the time and effort given by volunteers. Students participate in field trips related to curriculum at their grade level. We encourage parents/guardian to volunteer when an opportunity for support is requested by the school. The role of the volunteer/supervisor is extremely important, especially when out of the building. We appreciate your dedication to our students' safety and your support with the following roles of school volunteers/supervisors.

- supervising all activities
- positioning yourself so students are in clear sight

- being available for immediate assistance as needed
- knowing the expectations for students, modeling the expectations and supporting students as necessary
- warning of any potential hazards that you are aware of
- actively motivating students to participate safely and responsibly
- notifying the teacher of any concerns

Volunteers are required to have Child Abuse and Criminal Records forms completed.

PHOTOS

Please refrain from taking photos of our students at school. Some students have various reasons for not having their photo taken. We also want to be mindful of the ability to view photos through social network sites. We request that all members of our school community respect the privacy of our students.

OUTDOOR PLAYTIME

Children are to be dressed for all weather conditions as they are expected to be outside at recess and at lunchtime. If weather conditions are inclement, the children will be supervised inside. During the noon break, hired supervisors support students. Students are expected to show respect for supervisors.

SCENT-SENSITIVE

As parents and teachers learn about allergies and their affects on learning, we recognize the need for our school to work towards becoming scent-free. We ask for your assistance by not wearing perfume/after-shave and by encouraging scent-free products whenever possible.

ALLERGIES

We have students who have allergies/sensitivities to peanuts and tree nuts (ie almonds). Nuts and peanut butter are not banned, but we ask parents and students for their cooperation in an allergy sensitive environment. It is okay to send a peanut butter sandwich, etc. with your child. **Children are not permitted to share snacks or lunches with other students. Children should be made aware that students with allergies/sensitivities may have a serious reaction if they eat or even touch nut products.**

Other: Due to allergies, no animals/pets are permitted to visit the school.

HEALTHY FOODS IN SCHOOLS

As per the Chignecto-Central Regional Centre for Education policy on promoting healthy foods in schools, parents and students are encouraged to make nutritious eating a part of their healthy lifestyle. In keeping with this policy parents are not permitted to send in classroom treats (e.g. cakes, cookies, candy, etc.) that do not meet the guidelines of the nutrition policy. **Please contact your child's teacher before sending any classroom treats.**

SCHOOL INSURANCE PROGRAM

Every eligible child attending public school in Nova Scotia is automatically insured by the School Insurance Program's basic student accident coverage. This coverage is provided, at no cost, to cover students during school hours, school activities and travel to and from their school. Parents have the option to increase coverage to include all activities 24/7 through the gold plan. To get information on coverage, how to make a claim, claim forms and how to purchase the gold plan, please go to www.sip.ca.

PARENT-TEACHER ACTION GROUP (PTAG)

This organization, known as the PTAG, provides financial support and additional programming for the school. This group is made up of parents and teachers and everyone is welcome to attend these meetings. The PTAG usually meets once per month – dates and times are provided in the monthly newsletter and calendar. School trips, seasonal art supplies, special programs and equipment purchases are among the activities supported by the PTAG. Come help support the activities of this worthwhile organization!

SCHOOL ADVISORY COUNCIL (SAC)

Enfield District has an official School Advisory Council. The SAC (School Advisory Council) meets 4 times a year - dates and times are advertised in the monthly newsletter and calendar. The School Advisory Council is made up of parents, teachers and community members. The council provides support to the school in relation to goals and data collection.

BREAKFAST PROGRAM

Once again we have received funding to offer breakfast snacks and recess snacks to students in need. Students can get these snacks upon arrival in the morning and after the bell rings at the beginning of recess. Support is available for lunches as needed by contacting the principal.

SCHOOL CAFETERIA

We would like to invite you to check out our healthy menu choices (see menu) and provide you with some information about our cafeteria procedures. We have three ways students can order:

Weekly pre-ordering (These order forms are sent home on Thursday; completed, and returned on Friday with payment for the *following week's* order).

Daily ordering (Small, white order form, or any slip of paper, with **student name, teacher name, date and meal choice**). This is to be brought in daily with payment by **8:30 a.m.** A meal is \$4.25 which includes a drink. Students may purchase snacks during recess and lunch.

Daily ordering with pre-paid meal cards (This **blue** meal card sheet entitles a student to 10 prepaid meals. It can be purchased through the cafeteria for \$42.50. One of these cards is passed in each day the student orders [by **8:30 a.m.**]. This eliminates the need for your child to carry money on a daily basis. Parents keep meal sheets at home).

We encourage **pre-ordering**. This allows us to budget more efficiently and this is important as profits from our cafeteria return to Enfield District. Pre-ordering has the additional bonus of decreasing the times your child has to carry money to school each week. **Daily ordering** is possible (**options**: white daily order form **or** pre-paid blue cards) and students are reminded to have these orders to the cafeteria by **8:30 a.m.** If your child turns in a late order, we cannot guarantee that they will receive the meal choice originally selected. **Clearly labelling** all orders with your child's first & last name, teacher's name, date and choice of meal (#1, #2 or daily special) in addition to putting them in a baggie is greatly appreciated as it saves us some detective work and we can begin cooking promptly! Cheques made out to *Cobequid Schools Catering Society (C.S.C.S.)* or correct change is also very helpful.

Should your child order a daily meal on the day when pre-order forms also come in (Fridays), they **must use a separate daily order coupon in a separate bag**. This will avoid the daily orders being mixed in with the pre-orders.

When a child has pre-ordered a meal and misses school due to illness, storm day, etc. a credit tag will be sent home on the next Thursday. The parent can use this credit for the child at their convenience.

It is also very helpful (when you have more than one child pre-ordering) to put each child's order in a separate bag to be passed in to their individual classrooms. For your convenience, you may include payment for all of your children's lunches in only one child's bag. However, please indicate this in the bags that don't contain the payment.

We would like to reiterate that clearly labelling each order with your child's full name, classroom teacher's name, date and meal choice makes this whole process more efficient. It also helps to ensure that your child receives their order and change is returned. We hope this information allows you understand our system more clearly. If you have any questions please feel free to call us (883-5300 Ext. 115).

Please note that students bringing their lunch from home do not have access to a microwave.

RESPECT

Enfield Eagles: Soar With the Four

1 Be Responsible

2 Be Peaceful

3 Be Safe

4 Be Kind



RESPECT

**INSTRUCTIONS
FOR SCHOOL BUS PASSENGERS**

1. The driver is in full charge of the school bus. Obey his/her instructions.
2. Be on time **(5 mins. before bus time)**. The bus will not wait.
3. Do not talk to the driver unless necessary.
4. Keep the seat assigned to you by the driver.
5. Do not use foul or profane language.
6. No loud or boisterous talking, yelling or whistling.
7. Do not stand or move about while the bus is in motion.
8. Do not open windows without the driver's permission.
9. Do not put hands, arms, feet or head out of the bus window.
10. Do not throw anything inside the bus or out of the window.
11. When the bus is in motion, keep the aisle of the bus clear at all times.
12. When it is necessary to cross the road in front of the school bus, walk 3 meters (10 feet) in front of the bus to a point where you can see the driver; cross to the center of the highway. **STOP, LOOK, and LISTEN** and cross the highway when it is safe to do so.
13. If there is no sidewalk, walk well over on the left side of the road when walking to and from the bus stop.
14. Never stand or play on the road while waiting for the bus.
15. No passenger shall in any way obstruct the aisle of the bus with any part of his/her body or with any balls, sporting equipment, etc.
16. All soccer balls, basketballs are to be in bags and held on your lap.
17. No food or beverages to be consumed on the bus.

ALWAYS BE CAREFUL

*Thank you for taking the time to review our policies and procedures.
If you have any questions, please feel free to call us.*



Administration of Medications/Medical Interventions in Chignecto-Central Regional School Board

For the administration of oral, inhaled or over the counter medications (*not injections*) by prescription from an authorized health care professional; a request for the administration of the above mentioned medications prescribed must be made in writing by the parent/guardian to provide such services.

A. To be completed by Parent/Guardian

Name of Student _____
Name of Parent/Guardian _____ Phone (H) _____ (W) _____
Street Address _____
School _____ Grade _____
Contact in case of emergency _____ Phone _____

I hereby request, authorize and empower the Chignecto-Central Regional School Board to administer medication or treatment as described herein to my child named above. I release any staff member and the Chignecto-Central Regional School Board from any legal liability that may result from the administration of such medication or the giving of such treatment. I also agree to indemnify the Chignecto-Central Regional School Board against claims at any time made arising out of the administration of medication or treatment described herein by my child or by MSI.

The request must be accompanied with copies of any written information provided by the pharmacist, including (but not limited to) the name of the medication, the dosage, the frequency, the time and method of administration, storage and safekeeping requirements, the possible side effects, if any and the dates for which the parental authorization applies.

Date _____ Signature of Parent/Guardian _____

1. Medication:

Medication Prescribed	Dose		Duration	Time of Admin.
	Amount	Frequency		

The parent/guardian is responsible for ensuring that the school receives new documentation any time a medication change occurs. Medication must be in its original container provided by the pharmacist with the pharmacy labels attached.

Type of In-school Intervention necessary:

2. Other: (medical interventions should be clearly stated in writing and attached to this release)

Considerations

- (a) Possible side effects of medication(s) /treatment _____

(b) Type of storage required for medication _____
(c) This medication can be safely administered by non-medical personnel. Yes ___ No ___
(d) Will it be detrimental to the child's health if a single dose/treatment is omitted? Yes ___ No ___

For school use only:
Date received: _____
Action taken: _____
Personnel Involved: _____



Chignecto Central
Regional Centre for Education

PARENT CONCERN FORM

The Parent Concern Form is used if a school-based concern has not been resolved at your school or with your Family of Schools Supervisor. Please submit this form to the CCRCE System Development Supervisor, ParentConcerns@ccrce.ca or fax 902-897-8998

Please confirm for a classroom-based concern:

- I have reviewed concern with my child's teacher
- I have reviewed concern with my child's Principal
- I have reviewed concern with my Family of Schools Supervisor

If your concern is of a different nature (e.g. transportation, cafeteria, other school-based, etc.), please confirm:

- I have reviewed concern with my child's Principal
- I have reviewed concern with my Family of Schools Supervisor

School: _____

Name of Student: _____

Grade: _____ Phone: _____

Parent/Guardian: _____

Address: _____

Email: _____

Summary of Concern:

Please summarize your concern. When did it occur? Who was involved? Other relevant details, including steps taken to resolve the matter. *(Attach additional information as required.)*

Signature of Parent/Guardian

Date

CONTACT INFORMATION: System Development Supervisor 902-897-8950 or ParentConcerns@ccrce.ca

Chignecto-Central Regional School Board
[Form OS-G-05 (A)]

Emergency Allergy Alert Form (Student)

(To be completed by parents/guardians of children with life-threatening allergies . . . anaphylaxis)

A. GENERAL

Name of Student: _____ MSI # _____

School: _____ Grade: _____

Parents/Guardians: _____

Address: _____

Phone: (Home) _____ (Work) _____

Alternate Contacts (in case of emergency):

(1) Name: _____ Phone: _____

(2) Name: _____ Phone: _____

Family Doctor: Name: _____
Phone: _____

B. ALLERGY INFORMATION

Child is allergic to _____

Signs and Symptoms: (check (√) if applicable)

- tingling in mouth _____
- swelling - eyes, lips, face, tongue _____
- difficulty breathing, swallowing _____
- coughing, choking _____
- loss of consciousness _____
- hives, itching _____
- tightness in throat, mouth, chest _____
- wheezing _____
- vomiting, upset stomach _____
- other _____

C. AUTHORIZATION FOR ADMINISTRATION OF MEDICATION (PARENTS)

It is neither the objective nor purpose of the Chignecto-Central Regional School Board to administer medication to students. The personnel of the Chignecto-Central Regional School Board are prepared to undertake this activity, however, in an effort to assist those students to attend school who would not otherwise be able to do so.

TO BE COMPLETED BY PARENT / GUARDIAN OR STUDENT (IF 19 YEARS AND OVER)

PARENT RESPONSIBILITY

- (a) The prescribed medicine should be brought to the school by the parent, legal guardian or designated representative, together with a written request to have the medication administered. The medication should be in the original container and property labelled.
- (b) The school should insist that the container in which the medicine is kept has a label attached showing the name of the doctor prescribing it, the name of the child for whom it is prescribed, the date prescribed, the dosage and the specific times for administering it. Where the doctor or the pharmacist provides additional information regarding storing, side effects, etc. of the drug, such information should be provided to the school.

MEDICATION INFORMATION

Name of Student: _____

Name / Type of Medication: _____

Dosage / Amount to be given: _____

Method of Administration: _____

Frequency / Times to be Administered: _____

Duration: _____

Type of storage required for medication: _____

Anticipated reaction to medication (symptoms, side effects, etc.): _____

Other (Be Specific): _____

I / We hereby request, authorize and empower personnel of the Chignecto-Central Regional School Board to administer medication and/or treatment as described herein to the student named above. I / We release the Chignecto-Central Regional School Board, and any employee, from any legal liability that may result from the administration of such medication or the giving of such treatment. I / We also agree to indemnify the Chignecto-Central Regional School Board against any claims at any time made by the student named or by any other party arising out of the administration of medication or treatment described herein. I also understand that I (we) am (are) responsible for disposing of any stale or outdated medication.

Signature of Parent / Guardian / Student Date

Signature of Parent / Guardian Date

D. PHYSICIAN'S STATEMENT

Name of Student: _____

I hereby certify that the above-named student has a chronic medical condition which makes him / her unable to attend school safely unless he / she receives the following medication and / or treatment.

I also certify that administration of this medication / treatment during school hours is necessary for this child's attendance at school.

Name / Type of Medication: _____

Dosage / Amount to be given: _____

Method of Administration: _____

Frequency / Times to be Administered: _____

Duration: _____

Type of storage required for medication: _____

Anticipated reaction to medication (symptoms, side effects, etc.): _____

Other (Be Specific): _____

Physician's Signature

Date

Physician's Address

Telephone

NOTE: A NEW EMERGENCY ALLERGY ALERT FORM MUST BE SUBMITTED TO THE SCHOOL EACH SCHOOL YEAR AND WHENEVER THE MEDICATION IS MODIFIED.