

August 5, 2024

Dear Parent or Guardian:

Greetings from your school Health Room!

The Fairfax County Health Department (FCHD) School Health Division's primary goal is to promote the overall health and well-being of school-aged children. The School Health Division consists of Public Health Nurses (PHNs) and School Health Aides (SHAs) who provide a variety of services to accomplish this goal. PHNs develop individualized health care/action plans for students with complex health conditions and provide health training to school staff to support students' health needs during the school day. Meanwhile, SHAs deliver direct care to sick and injured students by following standardized protocols or individualized health care/action plans. They are also responsible for administering medications and conducting vision and hearing screenings.

**School Health Room Services Include:**

1. Care of sick and injured students in accordance with the Fairfax County Public Schools (FCPS) School Health Emergency Temporary Care Guidelines and students' individualized health care/action plans, if applicable.
2. Administration of medication provided by parents/guardians with proper authorization completed by their health care provider.
3. Coordination of care for students with chronic health conditions during the school day.
4. Hearing and vision screening (grades K, 3, 7, 10, new to FCPS, and those students referred by teachers and parents/guardians).

**How can you help your school health room provide the best possible care?**

- Keep your student home when they are sick. [Refer to FCPS Document- Can My Child Go To School](#)
- Complete the Health Information form [on paper](#) or electronically in [SIS ParentVUE Online Verification/Update Packet](#) annually.
- Throughout the school year, advise and update the SHA or PHN of any changes to your student's health condition that will impact their school day.
- Provide current home, work, and alternate telephone numbers in [SIS ParentVUE Online Verification/Update Packet or Emergency Care Card on paper](#).
- Immediately notify the physical education (PE) teacher if your child has any PE restrictions and provide the PE teacher with a [FCPS Physician Referral for Participation in Physical Education Form](#) (SS/SE-200) completed by your healthcare provider.
- If medication must be administered during the school day, please follow the guidelines established in the current version of [FCPS Regulation 2102](#).
  1. Complete and submit the FCPS [medication authorization forms](#) annually, as applicable:
    - [Medication Authorization](#) (SS/SE-63)

- [Authorization for Anaphylaxis Action Plan\(SS/SE-64\)](#) (updated 4/24) for epinephrine
  - [Authorization for Virginia Asthma Action Plan](#) (SS/SE-65) (updated 4/24) for asthma rescue medication.
2. Provide the school with properly labeled containers (your pharmacist will usually provide an extra container if requested). Only a 30-day supply of prescription medication should be brought into school at a time. It is the parent/guardian's responsibility to bring additional refills, if needed, to the school.
  3. Medications **must** be transported to and from school by a parent/guardian; except, with parent/guardian approval, a high school student may carry over-the-counter (OTC) medications to and from the school health room and pick up the backup medication from the health room with documented parent/guardian permission.
  4. Medications **must** be kept in the school health room or other school-approved location unless approved for the student to carry it during school hours. Students approved to carry their own medication, should have a second dose kept in the school health room.
  5. OTC medication for headache, muscle ache, orthodontic pain, or menstrual cramps may be given as needed throughout the school year with only the parent/ guardian signature on part II of the [FCPS Medication Authorization Form](#). No more than 100 pills/tablets of OTC medication should be brought to school at a time (must be in unopened original container/packaging).
  6. OTC medications other than pain relievers may be given up to **ten** consecutive school days with the parent/guardian signature on the FCPS Medication Authorization form before a health care provider's authorization is required.
  7. Cough drops and throat lozenges may be carried and used by students in kindergarten through grade 12 as needed throughout the school year, provided that they are in the original container or packaging. Students must not share cough drops or throat lozenges under any circumstances.

Thank you for your cooperation and assistance in helping to make this a safe and healthy school year for all FCPS students.

If you have any questions, feel free to call either your School Health Aide, Valerie Berg, at 703-506-7810 or your school Public Health Nurse, Latoya Goodman, RN, at 571-536-9774.

Very Respectfully,

Latoya Goodman, MSN, RN  
Public Health Nurse