School Nurse: Michelle Newell, RN BSN  
Email: michelle.newell@hebronlions.org  
Phone Ext: 2420 (from any school phone)  
Cell: 678-689-7768 (immediate concerns)

**Upper School Clinic Location:** Building F, Front Office Area

**Minor Health Concerns:** Students will notify their teacher if they need to leave class go to the clinic for a health concern. The teacher will give the student permission and/or a pass to go to the clinic. If the clinic is closed, the student will see Mrs. Cole (for routine health issues, OTC medication, or to call a parent). The teacher may call the nurse directly (for urgent situations or need for personal medicine, etc.). In an emergency, if the nurse cannot be reached, is unavailable to come to the student immediately, or is unable to evaluate the severity of the situation, 911 will be called immediately.

**Emergency Medication Policy:** Upper school students are encouraged to carry their own emergency medications (rescue inhalers, epi pens). Parents must monitor for expiration dates and provide refills as needed. Please notify the nurse of any emergency medication carried by your student.

**Over the Counter (OTC) Medication:** OTC medications should be kept at home or in the clinic and not brought to school. Acetaminophen (Tylenol), ibuprofen (Advil/Motrin), diphenhydramine (Benadryl), and antacid tablets (Tums) are stocked in the clinic for occasional use with permission from a parent. Medication will only be given at the clinic by the nurse or a staff member who has been trained in medication safety, and only with authorization from a parent. If no med form is on file, a parent may give permission over the phone directly to the nurse or staff member but should complete the medication form as soon as possible for future authorization.

**Prescription Medication:** Upper school students are not allowed to have prescription medication at school. Unauthorized possession or use of prescription medication at school is a disciplinary issue. Prescription medication for routine, short-term, or as needed use must be brought to the main office or the clinic by the parent, and the Prescription Medication Form completed. Daily scheduled medication should be given at home whenever possible, but if needed at school, please contact the nurse directly to set this up.

**Emergency Response:** In the event of a life-threatening emergency, staff will activate 911, then notify the nurse. Staff has been trained in basic emergency response, and they are aware of the location of AEDs and other emergency equipment on campus. For non-life-threatening emergencies (injuries, fainting, etc.), staff will notify me, and I will come evaluate the student at the location of the emergency.

**Illness:** Please notify the nurse in the event of student illness. Strep throat, influenza, and other infectious illness can be stopped early if we are aware, adapt our disinfecting, and provide recommendations to staff, families, and students regarding slowing or preventing the spread of illness. After illness, please follow your doctor's instructions regarding returning to school. Our general policy is that any student with a fever is to remain out of school until they are fever free without any fever-lowering medications (Tylenol/Motrin) for 24 hours.

**Parent Meetings:** Please contact me by email or phone to set up a meeting or to discuss your concerns.