

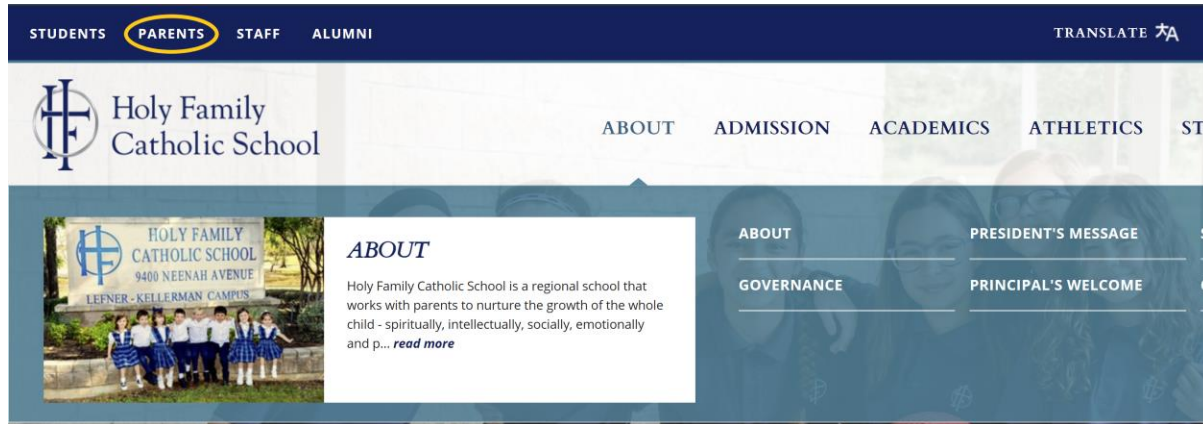
# Health and Safety at Holy Family

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# Overview

- Student Health Information
- Student Health Forms
- Diocese Medication Policy
- Student Illness
- Student Allergies
- COVID 19 Policies
- Contact information

# How to Update Student Health Information



- Start at Holy Family website
- Click on PARENTS Heading
- On the Right side Click on Family Portal
- Log into you Family Portal



# How to Update Student Health Information

- Select Family → Family Home → Family Demographic Form
- Update the Medical Detail Form per each student

The screenshot displays the Holy Family Catholic School Family Portal. The top navigation bar includes links for STUDENTS, PARENTS, STAFF, ALUMNI, TRANSLATE, and SCHEDULE A VISIT. The main header features the school's logo and a menu with ABOUT, ADMISSION, ACADEMICS, ATHLETICS, STUDENT LIFE, and GIVING. The left sidebar, titled 'Family Portal', contains a menu with School, Student, Family, Family Home, Apply / Enroll, Resources, Financial, and Back to School Site. The main content area is titled 'FAMILY DEMOGRAPHIC FORM' and includes a 'Back' link. It provides directions to fill out the form and update it as changes occur, with a 24-hour update window. Contact information for Mrs. Vento is provided. Below, there are two sections: 'Enrolled Students' and 'Medical Detail'. Each section lists two students, Noah Guzman and Andrew Guzman, with links to their respective forms.

**Family Portal**

**FAMILY DEMOGRAPHIC FORM**

[← Back](#)

Directions: Please fill out all sections of this form. Be sure to update as changes occur.

Please allow 24 hours for updates to take place as all changes must be approved.

If you have questions regarding ParentsWeb, feel free to contact Mrs. Vento via phone (512) 246-4455 opt. 1 or email [evento@holyfamilycs.org](mailto:evento@holyfamilycs.org)

**Enrolled Students:**

Noah Guzman	<a href="#">Student Demographic Form</a>
Andrew Guzman	<a href="#">Student Demographic Form</a>

**Medical Detail:**

Noah Guzman	<a href="#">Medical Detail Form</a>
Andrew Guzman	<a href="#">Medical Detail Form</a>

# How to update Student Health Information

- Add all pertinent Medical/Health History
- Include Seasonal allergies AND associated symptoms
- See example

## Medical Conditions

Condition 1:	Seasonal Allergies	Note:	
Condition 2:		Note:	
Condition 3:		Note:	
Condition 4:		Note:	

## Medication Information

Does this child need medication daily? ☐ Yes ☒ No

Holy Family/Diocese of Austin Medical Release Form required from a doctor for both non-prescription and prescription medications. Form is available on school website (Community Tab/Parent Documents).

Medication 1:		Dose:	
Medication 2:		Dose:	
Medication 3:		Dose:	
Medication 4:		Dose:	

## Allergies

Allergy 1:	Cedar	Note:	symptoms: Cough, sniffles, thro:
Allergy 2:	Pollen	Note:	symptoms: Cough, sniffles, thro:
Allergy 3:		Note:	
Allergy 4:		Note:	

# Nurse's Office Forms

- Start at HF Main Website
- Select PARENTS → Forms
- Scroll down to Nurse's Office Forms
- Action Plans and Medication Form can be found here

\*All students who use an inhaler or an EpiPen must submit the appropriate Action Plan

The screenshot shows the Holy Family Catholic School website. The header includes the school's logo and name, followed by navigation links: ABOUT, ADMISSION, ACADEMICS, ATHLETICS, STUDENT LIFE, and GIVING. A sidebar on the right contains links to School Uniforms, Parent Association, Volunteering & EIM, Sentinel Archive, and Spirit Store. The main content area features a 'PROGRAM RELEASE' button, a section titled 'NURSE'S OFFICE FORMS' with a descriptive paragraph, and four buttons for 'ALLERGY ACTION PLAN', 'MEDICATION PERMIT FORM', 'ASTHMA ACTION PLAN', and 'SEIZURE ACTION PLAN'.

Holy Family Catholic School

ABOUT ADMISSION ACADEMICS ATHLETICS STUDENT LIFE GIVING

PROGRAM RELEASE

**NURSE'S OFFICE FORMS**  
A medication permit form is necessary if a student needs to take medication at the school. Please turn in any of these forms to the nurse's office as needed.

ALLERGY ACTION PLAN

MEDICATION PERMIT FORM

ASTHMA ACTION PLAN

SEIZURE ACTION PLAN

School Uniforms

Parent Association

Volunteering & EIM

Sentinel Archive

Spirit Store



# Diocese Medication Policy

- Students are not allowed to carry any medication (exceptions are epinephrine pens or inhalers in certain circumstances )
- All medications (including over the counter medications such as cough drops) require a medication permit form
- All medications will be in original labeled and sealed container **(UNOPENED)**
- Students are not allowed to share medications

Diocese of Austin

Form 310

Form 310

## MEDICATION PERMIT FORM

### A student may take medication at school ONLY if:

1. a license physician, nurse practitioner, physician assistant or dentist has prescribed the medication, or a parent requests the administration of non-prescription medication (over-the-counter);
  2. the parent/guardian delivers the medication to the school office or nurse;
  3. the medication is delivered in its prescription container with a current pharmacy prescription label or, if the medication is over-the-counter medication, in the original labeled and sealed container (unopened);
  4. the school office personnel or nurse administers the medication to the student; and
  5. the parent/guardian completes and returns this form to the school office or nurse.
- Item 4 above does not apply if a parent authorizes a student to self-carry and self-administer medication through an epi-pen, inhaler, insulin pump, or glucose meter and completes and delivers this form to the School.

### The school may NOT:

1. accept any medication that is not in the proper container as described above;
2. accept any medication from the student or any person other than the parent/guardian;
3. administer experimental medication or dosages;
4. administer any herbal medication, dietary supplements, or other nutritional aids which are not approved as medication by the Federal Drug Administration (FDA);
5. administer any medication with an expiration date that has passed;
6. administer any medication via a central line at school; or
7. administer any medication for which the school personnel, in its sole discretion, is not qualified or licensed to administer.

### A student may NOT:

1. carry any medication on their person or in their belongings, unless permission granted below for an inhaler, epi-pen, insulin pump, or glucose meter; or
2. give any medication to other students.

### The school WILL destroy or dispose of any medication:

1. that a parent/guardian does not timely retrieve after the school has requested the parent/guardian to retrieve;
2. that is in a vial (for example, insulin) once started (opened) and not used in 30 days; or
3. that has an expiration date that has passed.

## REQUEST

TO THE NURSE OR HEALTH REPRESENTATIVE OF \_\_\_\_\_ SCHOOL

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ DOB: \_\_\_\_\_  
PLEASE PRINT LAST NAME FIRST MIDDLE

MEDICATION NAME: \_\_\_\_\_ BEGINNING DATE: \_\_\_\_\_ ENDING DATE: \_\_\_\_\_

DOSAGE AND DIRECTIONS FOR GIVING: \_\_\_\_\_

MEDICATION NAME: \_\_\_\_\_ BEGINNING DATE: \_\_\_\_\_ ENDING DATE: \_\_\_\_\_

DOSAGE AND DIRECTIONS FOR GIVING: \_\_\_\_\_

# Student Illness

- **Best way to keep students and staff healthy is to keep students who are ill off campus**
- Diocese has provided a guideline for excluding students from school if they have symptoms
- Students should not be sent to school with coughs, fevers, sore throats, etc.
- Students exhibiting these symptoms will be sent home.
- Parents are expected to pick up their child in a timely manner

## Guidelines for Excluding Students from School

Exclusion Guidelines	Return to School Guidelines
Oral temperature of 100° or above	Fever free for 24 hours without the use of fever suppressing medications
Vomiting, nausea or severe abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold or persistent cough	Symptom free
Red, inflamed or discharging eyes	Written physician release
Wound, skin and soft tissue infections	Exclude until drainage is contained and covered with a clean dry bandage
Swollen glands around jaws, ears or neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious
Earache	Symptom free
Head Lice	Lice and nit free
Diarrhea	Diarrhea free for 24 hours without the use of diarrhea suppressing medications. Diarrhea is 3 or more episodes of loose stool in a 24-hour period
Other symptoms suggestive of acute illness	Written physician release



# Student Allergies

- Notify your child's teacher if your child has a food, insect, or other allergy
  - Make sure to discuss the sensitivity and severity of the allergy to determine if we need to make a classroom a "\_\_\_\_\_ Free Classroom"
- Allergy medications (ex. Benadryl and epinephrine pens) can be dropped off and kept in the main office for the remainder of the school year
- Medications such as those needed for Asthma, Allergies, and Epilepsy will require the completion of the appropriate Action Plan which can be provided by your child's physician. Action plans can also be found on the school website under the Parent Forms section.

# COVID- 19 Policies

- Best way to keep students and staff healthy is to keep students who are ill at home.
- The school COVID-19 policies can be found in the weekly newsletter. It will soon be available on our school website.
- If anyone in your household has a COVID test pending, keep your children home until the results come back
- If your child is a close contact, please notify the school as soon as possible.
- If you child test positive, please notify the school as soon as possible. If you have children at both Holy Family and St. Dominic Savio, make sure that the administration at both schools is aware.
- Please remember that while it is not possible to completely stop the spread of COVID, we can help mitigate its spread by working together and following our policies.

# Contact Information

Email: [aguzman@holyfamilycs.org](mailto:aguzman@holyfamilycs.org)

Office: Health Clinic in Grace Building

Extension: TBD