

## Summer 2010 Health Office Guidelines

**ALL HEALTH/SPORTS FORMS CAN BE DROPPED OFF IN THE ATHLETIC OFFICE MONDAY THROUGH THURSDAY DURING THE SUMMER BETWEEN 8:00 AM AND 3:00 PM  
OR  
THEY CAN BE MAILED TO: NHHS 1445 ROUTE 31, ANNANDALE, NJ 08801  
ATTENTION: SCHOOL NURSE**

### Transfer Students:

1. **Immunization Records** - proof of **at least one dose** of the following immunizations are required to enter NHHS (the school nurse will contact parent/guardian for additional requirements):
  - a. **Diphtheria, Tetanus, Pertussis (DTP, DTap, DT)**
  - b. **Polio Vaccine (OPV, IPV)**
  - c. **Measles, Mumps, Rubella (MMR)**
  - d. **Hepatitis B**

**Note: Health Records from the school previously attended generally contain all immunization information.**

2. **Physical Examination** – must be dated within one year of entry into NHHS and documented on the NHHS –NJ State physical exam form. Exam is to be performed and documented by a New Jersey Health Care Provider (Complete Pages B 1-4).
3. **Medical History and Emergency Contact Information** - must be attached to the Physical Exam form (Complete Pages A 1-3).
4. **Medications** – Forms must be completed and signed by the student's Health Care Provider and parent/guardian. Refer to Health Office website for more information.
5. **Tuberculosis Screening**- Parent/Guardian will be contacted in early August if the school nurse determines that this is required for compliance with NJ state law prior to admittance to NHHS. This info changes each year.

### Working Papers:

1. Section C- Physician's Certification can be completed and signed by the student's Health Care Provider.

### Nurse Summer Hours:

1. A school nurse will be available for chart review, questions, etc. the following **Thursdays** from 8:30 am until 12:30 pm : **July 22 , 29 and August 5, 12, 19.**
2. Most questions can be answered by reading our HEALTH OFFICE website located on the NHHS webpage: <http://www.nhvweb.net/NHHS/>
3. Athletic questions can be referred to the Athletic Trainers via email or check their web site for info.

### Incoming Freshman:

1. Complete information is listed on the Health Office website.
2. **All paperwork is due August 1** and will be reviewed by the school nurse in early August. Parents will be contacted if paperwork is incomplete or further information is needed.
3. The school nurse will arrive at 7:30 am the morning of August 25<sup>th</sup> (the first day of school and orientation for Freshmen). If a student requires any medications or medical equipment, please make arrangements to meet with a nurse this morning. If you are unable to come that morning, please call, (909)713-4171, ahead of time, August 5<sup>th</sup>, 12<sup>th</sup> or the 19<sup>th</sup> to make alternate arrangements.

### New Employees:

1. **Mantoux (Tuberculin Test)** – the school nurse will be available to administer this test starting August 23<sup>rd</sup> during our regularly scheduled work hours.
2. **Note:** The Mantoux skin test will be administered on a Mon., Tue., or Wed., because the employee must return in 2 days for the nurse to check the results.

**OR**

3. The new employee can have their Health Care Provider administer and read the Mantoux test at the time of their employee physical, if this is more convenient.