



Timberlake Christian Schools

Dear Parents & Guardians:

Welcome back! It is hard to believe a new school year is upon us. This is the perfect time to take a minute and review our procedures for illnesses and medication administration for Pre-K students here at TCS.

If your child has evident signs of illness such as fever, nausea, vomiting, rash, conjunctivitis, etc., please do not send the student to school. Students must be fever free (without the aid of medication), free from vomiting and/or diarrhea for 24 hours before they may return to school. Parents will be contacted for early pickup in the event a student has a fever (greater than 100.0 degrees), vomiting, and/or multiple episodes of diarrhea or signs of other viral illnesses while at school.

We understand times exist that require students to receive medication(s) during the school day. In order to provide these medications in a safe manner, the following guidelines must be followed.

1. Whenever possible, medications should be given to students at home.
2. Medication must be brought into the school office by the parent or guardian. Medications should NOT be sent in with the student.
3. The medication must be provided in the original bottle and packaging, contain all instructions for administration, and not be expired.
4. Medications to be administered or stored at the school short term (no more than 10 days) must have a medication administration form completed and signed by the parent.
5. Medication that needs to be administered or stored at the school long term (greater than 10 days) must have a medication administration form completed, and signed by your child's health care provider. Medications such as epi-pens, nebulizers, and inhalers must have the medication administration form completed by their physician regardless of their length of use.
6. Medication Administration forms may be picked up in the school office or printed from the tcs4u.org website (RESOURCES/Files and Forms). Please note there are additional specific forms for epipens and inhalers.
7. Any unused medication will be destroyed if not picked up by a parent or guardian by the end of the last day of school unless your child is enrolled in summer day camp.

If you would like to discuss your student's health needs in person, please contact the school office to schedule a time. I'm available in the office through the summer from 9am – 3pm if you have questions.

Please feel free to contact the school office should you have any questions.
Sincerely,

Beth Mears, RN
School Nurse/Student Services

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