

This form must be returned by August 31, 2017 for your student to enter class on Tuesday, September 5, 2017.

Dear Parents:

The beginning of a new school year brings with it the familiar ritual of completing **Emergency Information** forms. Your child could be at risk when these forms are not completely filled out. Therefore, any student that does not have completed forms will not be allowed into class as of Tuesday, September 5th and their parent will be called. **Please be especially attentive** to including names of people in the Emergency Care section who are able to pick up your child in case of fever or some other form of emergency. **We do not have the facilities on campus to care for an ill child for an extended period of time.** Also, make sure that you **include all contacts including current cell phone numbers.**

Students come into the office on a daily basis with a headache, bumps and bruises, minor abrasions, pain from braces, fevers, etc. To enable St. James staff to administer Acetaminophen or Motrin/Advil, we **must have parental permission in writing.** A phone call home will be made if the office staff feels it is necessary.

Please fill out the lower portion indicating the dosage your son or daughter may receive and return this form to the office. If your child's age and weight do not correspond, please **choose the dose for weight.** **You must return this form even if you do not give permission.** If refusing permission, please write family name on the form and put a line through the bottom section

Please note that school personnel are not allowed to apply any antibiotic ointments (such as Neosporin). Except for pain relief medications mentioned above, school personnel may not distribute over the counter medications (including cough drops) of any kind to students. If a parent feels cough drops are necessary they are to be sent to the classroom teacher with the dates, dosage, and time of distribution written out, dated and signed by parent/legal guardian. STUDENTS ARE NOT ALLOWED TO CARRY ANY MEDICATIONS WITH THEM, INCLUDING COUGH DROPS OR INHALERS WHILE ON CAMPUS.

Sincerely,
Kathy Dunn & Christine Lang
Principals

Ibuprofen (Advil/Motrin)			Acetaminophen (Tylenol)		
Weight	Age	Dose	Weight	Age	Dose
36-47 lbs.	4-5	1½ tsp.	36-47 lbs.	4-5	1½ tsp.
48-59 lbs.	6-8	2 tsp.	48-59 lbs.	6-8	2 tsp. or 320 mg.
60-71 lbs.	9-10	2 ½ tsp.	60-71 lbs.	9-10	2 ½ tsp. or 400 mg.
72-95 lbs.	11-12	3 tsp. or 300mg.	72-95 lbs.	11-12	3 tsp. or 480 mg.
95 & up	13 & up	200-400mg.	95 & up	13 & up	500-1,000 mg.

Yes, the SJA office staff may dispense the following medication to my child(ren) in dosage I have indicated.

Child: _____ Advil dose _____ Tylenol dose _____

Child: _____ Advil dose _____ Tylenol dose _____

Child: _____ Advil dose _____ Tylenol dose _____

Child: _____ Advil dose _____ Tylenol dose _____

Family Name (please print): _____

Parent Signature: _____ **Date:** _____