



LEGACY
CHRISTIAN ACADEMY

Top 10 Things You Need to Know-- From the Health Office

1. *Contact The Health Office*

Please contact us if your student will be absent or late to school for any reason. If your student is ill, please let us know what the symptoms are so we can watch for health trends. Contact us using our direct phone line at 763.316.6241 or feel free to email us at healthoffice@lcamn.org. Chris Schomburg, Health Para or Merry Joy Olson, RN, LSN, will respond depending on who is in the office that day.

2. *Communication from the Health Office*

When your student has stopped by the Health Office, we will let you know via pink slips, email, or a quick phone call. If you get a phone call from the Health Office, you can be assured that we will leave you a message.

3. *Late Arrivals and Early Departures*

For safety reasons, students are required to sign in or out when arriving late or leaving early. Students must also have parent/guardian permission first before coming in late or leaving early. This applies to all students grades Kindergarten through 12th, even when they have turned 18.

4. *Closed Campus*

Legacy Christian Academy is a closed campus, meaning students are not allowed to leave during the school day. Seniors who have a first period or last period free, besides having permission from parents to come late or leave early, still must sign in/out in the Health Office for safety reasons.

5. *Tardies*

Timeliness is a value at Legacy, and we do keep track of tardies. Consequences for tardiness differ between elementary, middle school, and high school. Please refer to your Student Handbook for details.

6. *Prescribed Medications*

All prescribed medications taken at school must have signed health forms on file in the Health Office. A parent's and a physician's signature must also accompany the prescription. Examples include inhalers, ADD medication, antibiotics, and EpiPens. Contact us to find out if your student is qualified to carry his/her inhaler or EpiPen in their backpack.

7. Over The Counter Medications

A small amount of Over The Counter Medications (OTC) will be available in the Health Office if your student has a headache, or a mild cough. If you want to send your own OTC medication, it must be left in the Health Office, including Cough drops, Ibuprofen, Tylenol, herbal supplements, and vitamins. Students who are in grades 9-12 may have one or two doses only of OTC medication in their locker/backpack. Younger students who need to use these OTC meds must do so in the Health Office, and parents will need to sign a form, available on the website, to give us permission to administer them.

8. Contagious Diseases

Please inform the Health Office when your child has a contagious disease. This would include strep, pink eye, lice, bronchitis, pneumonia, and anything else that may be spread to other students. We keep track of this information and look for health trends.

9. Returning to School

A student may return to school when a fever over 100 degrees, vomiting, or diarrhea have ceased for **24 hours without fever-reducing medication**. Please do not send your student prior to that as they may still be contagious.

10. Medical Conditions

Please inform us of any medical condition that your student has so that we may take better care of them. This includes ADD, ADHD, OCD, ODD, PTSD, anxiety, depression, and other conditions. Also, please inform us of any medication that they regularly take at home.