



Dear Greendale Staff,

Before the start of school each year all student online registration health information is reviewed and entered into the student's Infinite Campus entry. It is the expectation of all staff working with students that you are familiar with your student's medical conditions and health plans.

- Medical Conditions & Health Plans- You need to be familiar with your student health plans in order to implement the plan if needed. Student Medical Condition alerts will give you basic information on student medical issues including allergies.
 - The August, September and October Notebook will contain specific information for teaching staff about how to access student medical condition/allergy alerts and health plans in Infinite Campus. In previous years health plans were emailed to staff, starting with the 2024/2025 school year health plans will be uploaded to Infinite Campus. Case managers will provide paraprofessionals any needed information about health plans.
 - Print all student health plans and a list of all student allergies and place in your substitute folder.
 - Some teachers have students or parents fill out a document so they can get to know their students better. There have been many incidents in the past in which medical information is listed on those documents but I have not previously been given that information. If you are notified of a medical condition, allergy or medication that a student has, that is not listed in Infinite Campus, please let me know so I can clarify the information with the parents and update Infinite Campus as needed.
- Emergency Student Medications - If your student has emergency medication at school I will contact you to schedule a time for medication training. It is your responsibility to attend this training.
- Epi Pen Training - All staff members who work directly with students are required to be trained annually in the administration of Epinephrine (Epi Pen) to treat a severe allergic reaction. It is the staff members responsibility to complete the online education and hands-on portion with the District Nurse annually.
- Field Trips - Students must have their emergency plan and treatment supplies within close access at ALL times while on field trips. This includes on the bus ride, during the field trip, outdoor walks off the school grounds, extracurricular activities, sports, etc. It is the staff member's responsibility (teacher, para, coach, etc.) to have access to their student's supplies. These supplies include the student's emergency medications such as seizure, diabetic medications and Epi Pens. If you are going on a field trip for a class or extracurricular activity you must notify the District Nurse at least 2 weeks in advance so staff accompanying the student on the field trip can be trained on care of the student and any needed medications. Elementary age students with diabetes will require a dedicated staff member to be with them during field trips. If a student's parent is not able to attend the field trip, plans will need to be made for a staff member to accompany the student and early notification of the field trip is required to organize that staffing.
- Coaches and Leaders of Extracurricular Activities- Infinite Campus Medical Condition alerts must be checked for each student that participates in your activity. Coaches and Leaders must be prepared to act in the event of a medical emergency. If you have a student in your activity that has a medical condition or health plan listed in Infinite Campus, it is your responsibility to contact the District Nurse to determine if any medical training is required. If coaches or leaders of extracurricular activities are not staff members of the Greendale School District, it is the responsibility of the administration staff/athletic director to contact the District Nurse to review any medical concerns.

Thank you and please contact the District Nurse with any questions.

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