Eau Claire Area School District
Nursing Services

Dear Parent/Guardian/Family Member,

This letter is to inform you about district procedures for after school activities and your child's health condition/medications.

There are different procedures based on whether your child's activity is school-sponsored or not. Note that an activity may be held at a school but may not necessarily be school sponsored. Please talk with the activity staff to find out if your child's activity is school-sponsored.

For school sponsored activities: The parent or guardian is responsible for notifying the school nurse or administrator that a student is in an after-school activity. The school nurse will then notify activity staff about your child's health or medication needs, and will also coordinate medication training for activity staff as needed. The parent or guardian is strongly encouraged to also communicate the child's needs to the activity staff.

For Non-school sponsored activities/programs: The parent or guardian is responsible for communicating any health or medication needs directly to the activity staff. Activity staff will not receive medication training from school staff, and the parent or guardian is responsible for instructing the activity staff in how to use any medication needed.

School offices are locked after school. Therefore, any medications your child stores at school will not be accessible during after school activities. You are encouraged to provide a supply of emergency medication to the after school activity staff at your discretion. Students are allowed to carry their own emergency medications if a Medication Management form has been turned in to the school nurse, and the health care provider has indicated on the form that the student can carry the medication.

If you have any questions, please talk with your child's school nurse.

Sincerely,

Eau Claire Area School District School Nurses