

6.004 Infirmary Procedures

KDES

Procedures for students wanting to go to school nurse are as follows:

1. Students asks teacher to go to the school nurse.
2. The teacher will either accompany the student to the school nurse or identify an adult to accompany the student to the school nurse. For older students, the teacher will write a pass for the student.
3. After being excused by the school nurse, the student along with the adult will return to the classroom. Further action may be necessary if the student requires additional medical attention.

MSSD

Procedures for students needing to go to SHS:

1. The student asks teacher for a pass to SHS. The teacher writes a pass to the **FRONT OFFICE** stating that student wishes to go to the SHS including the time the student leaves on the **top time line**. **The teacher should sign her/his name in the “comments” area.**
2. The student takes the pass to the Front Office. The front office will phone SHS and ask if the student can be sent down.
3. With approval from the SHS, the student will be sent down to the SHS with a pass from the Front Office.
4. After the student is finished at SHS, an SHS staff member signs the pass with both the nurse/doctor’s name and the time of departure.
5. The student must return to the **FRONT OFFICE**. The student should NOT go directly to class. If the student goes directly to class without signing in after going to SHS, the Assistant Principal/Student Advisor will not be able to identify those absences as excused.
6. The Front Office signs in the “Initials” area, puts down the time the student returned, and sends the student to class.