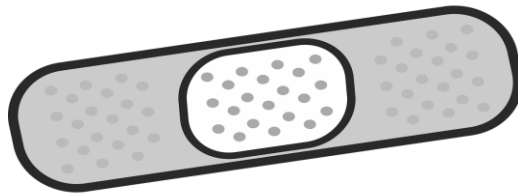


# SAINT PHILOMENA SCHOOL

## HEALTH OFFICE INFORMATION 2019-2020



As we begin the new school year, we welcome Mrs. Kitsy Vane, RN who will serve as our school nurse while Mrs. Mello is out for a few months on maternity leave. Mrs. Vane is no stranger to our health office. She has been a regular substitute nurse at Saint Philomena School over the past year. Mrs. Vane can be reached at [healthoffice@saintphilomena.org](mailto:healthoffice@saintphilomena.org) and can be contacted to assist with any of our student health needs. We are grateful to Mrs. Vane for her compassion and service to help keep our children healthy and safe.

Please be sure to return the school medication permission form and any other forms required for over-the-counter and prescription medication dispensing at school that can be found on the school website.

The health office uses an electronic health record for documentation. All health office visit documentation is sent electronically to the parent/guardian email addresses on file with the school. The email you receive will contain a password protected PDF file that includes the reason for your child's visit and any intervention provided included the administration of as-needed medication if warranted. If the reason for your child's visit to the nurse is emergent or your child needs to be picked up from school you will still receive a phone call.

**New Families:** The **first** time your child visits the health office for illness or injury, you will receive two emails. One email will include your password to view your child's health office visit notes. You will only receive this particular email the first time your child is seen at the health office. This password **CANNOT** be changed and is case sensitive. Please put it in a safe place as you will need it each time you receive email communication from the health office. The second email will have the actual PDF file of the visit.

**Returning Families:** If your child visited the health office at any time last year and your email address has not changed, your password from last year will remain the same.

If you lose your password, please contact the health office and you can be sent a reminder email. You can do this by simply responding to the email and asking for your password. If you have any questions or concerns, please feel free to call (401) 683-0268 x185 or email [healthoffice@saintphilomena.org](mailto:healthoffice@saintphilomena.org)