



Greenville School
100 Glendale Road
Scarsdale, NY 10583
(P): 914-472-7760
(F): 914-472-7785

Jennifer Allen, Principal

Health Office Policy

In order to best care for your children, we ask that you follow the reminders we have listed below:

1. Please keep all medical information up-to-date.
2. Please remember to notify us when there is a change in your emergency or work telephone numbers.
3. Keep in close contact with the school if there are any significant changes in your home.
4. Please have your child stay at home if he/she is not feeling well. If he/she goes to school, his/her condition may worsen and his/her illness may spread to others. A child may return to school after all symptoms are gone and he/she is diarrhea/vomit/fever free for 24 hours.
5. Please call or email the Health Office by 8:45 am if your child is going to be absent or late. If you know of any absence in advance, please notify the teacher and the Health Office. We can be reached at 472-7764 or drakoff@edgemont.org or gkrone@edgemont.org. Our fax number is 914-472-3161.
6. New York State has regulations for the administration of medication in school. The following steps should be taken if your child is in need of any medication, including over the counter medication during the school day:
 - a. We must have on file a written request signed by you and your physician.
 - b. All medication must be delivered to the Health Office by the parent.
 - c. The medication must be in the original container, as it is received from the pharmacist. Over the counter medication must be in the original container and be labeled with the name of the child and the description of the dosage.
 - d. The medication must be kept in the Health Office.
7. Vision and hearing tests are done throughout the school year. If you should notice a problem, please call us. Teachers will also bring any concerns they have to our attention.
8. Please contact us if you want your child to be excused from PE or recess. If you want them to be excused for more than one week you need a note from your physician. Thereafter, your child will need a physician's permission to resume PE and recess activities.
9. Physical exams are required for entrance to Kindergarten, 2nd grade, and 4th grade.

Thank you for your cooperation.

Diane Rakoff, RN and Gail Krone, RN

