

Richmond Elementary Health and Safety Policies

Emergency Forms:

The emergency forms are very important. For the protection of your child, complete the form accurately. The form asks for emergency names. Please fill in local names of designated persons who live within 15 minutes travel time to the school. ALSO, IT IS ESSENTIAL THAT YOU NOTIFY THE SCHOOL IMMEDIATELY WHEN THE INFORMATION CHANGES so that we can keep the form current. In an emergency your child may be hurt or frightened. The time you take to fill in the emergency form will ease that fear. When both parents are out of town, a written note identifying a designated guardian and related information must be placed on file in the office.

School Nurse:

Richmond Elementary is assigned a part time nurse. She is at Richmond two half days a week, and provides assistance to Richmond staff, students, and families.

Illness and Injury at School:

The school gives first aid only to injuries occurring during school hours. School personnel are not authorized to treat any serious illness or injury, or to give any internal medication. If your child becomes ill or needs medical attention, we will call you. If we are unable to contact you at home or work, we shall attempt to contact a person designated by you on the Emergency Form. We will not allow the child to walk home alone. If care beyond immediate first aid is needed for school injuries, we will contact the paramedics and abide by their recommendations. Parents will be contacted immediately.

Permission for Student Medication:

If your child needs to take a medically prescribed drug during school hours, he/she may do so, assisted by school personnel, ONLY with the written

consent of the parent and the written directions of the physician. The drug container alone is not sufficient.

Consent forms are available in the school office. Please contact the office for more information regarding inhalers for asthma.

Your child is not to bring over-the-counter drugs or vitamins to school. These may constitute a health hazard to other students. Only medically prescribed drugs may be on campus and they can only be kept in the Health Room.

If Your Child is Ill:

If your child shows symptoms of illness during the night, please keep him/her home the following day. Those staying home at the onset of an illness recuperate faster and miss fewer days. The following link is to a parent information tool that describes common childhood illnesses and provides suggestions on what to look for, when to contact a health care professional, and when to keep the child home from school or daycare. This tool is available in English, Spanish, and Hmong.

[Click here to view the *Sick Child Care* booklets.](#)

Walking To and From School:

Parents should determine the safest route to and from school. Children are to observe all traffic rules and regulations. Inform your child from whom they can safely accept rides.

Students who ride bikes to school need to:

- wear a helmet
- walk their bikes while on school property
- provide a lock to use during class hours

Bicycles should be registered with the Appleton Police Department. Violations of the school's safety rules will result in suspension of the privilege to ride bikes to school. Skateboards, scooters, and rollerblades are to be carried (not ridden) on school property.

Tobacco Use Prevention Education:

Richmond Street is a tobacco free school. No smoking is allowed on campus (indoors or outdoors) at any time.

Closed Campus:

Richmond Street School is a closed campus. Therefore: 1. Students must never leave school ground during the school day without permission from the office. (Violation of this rule will result in immediate consequences) 2. Students leaving school during the school day must be picked up by a parent or designated representative with proper written authorization.

Campus Security:

During school hours (8:30 AM - 3:16 PM), all school entrances are locked except for the main entrance on John Street. Students and staff are not allowed to open any locked entrances to admit visitors. All visitors must use the main entrance and sign-in at the office.

Visitor Sign-In:

ALL VISITORS MUST SIGN-IN THROUGH THE SCHOOL OFFICE. This is a professional courtesy and is required by the Appleton Area School District to protect the students, school personnel and school property. You may pick up a visitor badge to identify that you did check in at the office.

Picking Up Students at the End of the Day:

Caregivers are welcome to wait in their vehicles outside of school for their students (double check parking signs to verify appropriate waiting areas). Caregivers who wish to enter the school to pickup their students **MUST** use the main entrance and remain in the lobby until the dismissal bell. Any adults in the hallway prior to dismissal time **MUST** be signed-in and have a visitor pass.