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SCHOOL-AGE CHILD CARE PROGRAM • 500 Tenaflly Road • Tenaflly, NJ 07670 • Tel. 201-816-4526

Dear Parents,

This letter is to inform you that the SACC program and its staff are trained in basic first aid and will take care of minor cuts and injuries. The staff does not administer medicine, but will help to the best of their ability to ensure the well being of your child in an emergency.

We are aware that some students who participate in the morning and afternoon SACC programs have asthma, seasonal allergies, medicinal allergies, various food allergies (some possibly life threatening), and other medical issues that need addressing.

Nurses are not on duty during SACC hours and the SACC staff cannot obtain Epi-pens, Benadryl or personal inhalers from the nurse's office, if needed. Students who are diagnosed with an allergy that requires use of an Epi-pen or Epi-pen Jr. in the event of a life threatening emergency must provide one to the SACC program that the child attends, along with pre-measured Benadryl or inhaler if their individual care plan calls for it. The staff is trained in administering the Epi-pen and will administer an Epi-pen should an emergency arise where it is needed. Otherwise, for all life threatening emergencies that require immediate medical attention, 911 will be called first. For all other medical injuries, parents will be called first, then 911 if needed.

Also, the SACC staff can help supervise a student in self-administration of the following medicines: pre-measured Benadryl liquid, an inhaler or an Epi-Pen. Self-administration will only be allowed with written permission from parents and a district self-medication release form completed by your child's doctor.

Parents are asked to keep all medication in its original packaging labeled with your child's name and instructions for administration. For the safety of other students utilizing the SACC programs, students are not permitted to carry any medicine on their person, in their lunchbox or in their backpacks. Epi-pens, Benadryl or personal inhalers will be locked up and can be returned to a parent nightly if you are not able to provide an extra set to the SACC program.

Please be advised that the SACC program will not hand over medicine to anyone other than the student (with parent and doctor's permission), the parent (when requested), or emergency personnel who are responding to the life threatening emergency.

The SACC office and staff will be in communication with each school nurse regarding students with major allergies and medical issues to ensure their well being throughout the school year. However, parents should update the SACC office and staff regularly of any changes to your child's medical needs.

One additional note: if your child is sick, please do not send him or her to school. We do not have enough staff to keep one child inside when not feeling well. The same applies to those children who have other medical conditions/issues that may prevent him or her from going outside on a regular basis.

We thank you for your understanding and cooperation in this matter. We are motivated in helping to assure the safety of your each child in our program.

Sincerely,

*Joanne Lehman*

Joanne Lehman  
SACC Director