




To: USD 261 Board of Education

From: Gina Keirns, Administrator 
Tri-City Day School

Re: Student-Parent & Staff Handbooks for 2018-2019

Date: January 17, 2018

Currently, our Student-Parent and Staff Handbooks need revisions with general updates such as the calendar, staff and BOE members. Primary and secondary evacuation maps will be added in the Staff Handbook, as well. Any BOE policies changes that should be reflected in school and staff handbooks, will be updated prior to the 2018-2019 school year.

We will need to update the requirements, as recommended by Beth Schutte, District RN, to take over the counter (OTC) medications in school:

- An OTC medication form is completed and signed by the guardian.
- Medication is provided the original container.
- Medication will be given per package instructions. Any dosing that is different than package instructions will require a physician order.
- Medication will be stored in a locked cabinet in the health room. If you would like your child to self-carry medication a separate form and physician order will be required.

Aspirin and oral homeopathic medications will continue to require a physician order

Also being added: Kansas State Board of Education members in December 2017 approved the addition of Cardiopulmonary Resuscitation (CPR) training in the Kansas Health Education Standards. This change goes into effect during the 2018-19 school year.

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