



1049 Custer Avenue, SE  
Atlanta, Georgia 30316  
404.990.3844  
[info@giacademy.org](mailto:info@giacademy.org)  
[www.GenesisInnovationAcademy.org](http://www.GenesisInnovationAcademy.org)

**Dear Parent/Legal Guardian:**

As we welcome you to the 2023-2024 school year, Genesis Innovation Academy's Department of Health Services has developed this letter to help families prepare their scholar(s) for a safe and healthy school year. Genesis Health Services Department works to ensure scholars stay healthy, safe and are ready to learn. Our licensed Nurse Practitioner School Nurse and Clinic Assistant work together as a team to manage health services at each school and serve as the key resource for all health-related matters. This letter will explain some of our health services policies, procedures, and guidelines. To be successful, we need your assistance and cooperation in preparing for the possibility that your scholar may become ill, sustain an injury during school, need assistance with a medical condition/illness or procedure, or require medication administration. Working together remains critical so that we may provide the best care for your scholar(s).

**EMERGENCY INFORMATION / HEALTH CONDITIONS / CHRONIC ILLNESSES / HEALTHCARE PLANS**

Emergency contact and health information should be updated at the beginning of every school year by the parent or legal guardian, (or upon new enrollment at Genesis) and if any information changes during the school year. Please list your best contact information (cell phone) and include relatives/friends as emergency contacts for your scholar in the event you cannot be contacted. Updated health information enables the school to contact you in case of an emergency, accident, or illness. **It is the parent or legal guardian's responsibility to keep the scholar's health and contact information (telephone numbers, address, care plans, etc.) updated.** The school should be notified if a scholar has a medical condition or chronic illness, or if a scholar requires assistance for any medical procedure or treatment. Healthcare Plans and the appropriate Authorization Medication Forms (provided on our website) are required for chronic illnesses and other conditions that necessitate care at school (i.e., diabetes, asthma, severe allergies, seizure disorder, etc.). The school should also be informed if a scholar takes daily medications, has a severe allergy, or if the scholar has a disability that requires a special diet. ***For special diet requests, please contact our School Nutrition Coordinator, Ebonie Fagin at 404-990-3844.***

Please note, parents/guardians should give all medications and/or medical supplies directly to school personnel.

**STUDENT ILLNESS / INJURY**

We will continue to take extra precautions to keep scholars and staff safe. We will maintain clinic guidelines and protocols to manage the care of scholars who present with flu-like illnesses and COVID-19 symptoms (which are similar). **Scholars who have these symptoms, and who are ill, have a fever of 100.4°F or greater, chronic diarrhea or vomiting and/or may have a contagious illness (potential or actual) MUST NOT be sent to school and will not be permitted to remain in school.** To return to school, a scholar should be well (have improved symptoms) and they must be free of fever for more than 24 hours without the use of fever-reducing medications like acetaminophen (Tylenol) or ibuprofen (Advil/Motrin), diarrhea and vomiting. In some cases (i.e., contagious illnesses, respiratory illnesses, chronic diarrhea, or recurrent fever), scholars may be asked to obtain clearance from a healthcare provider before returning to school and a note must be provided. When a scholar becomes ill at school, has a fever, or a potential contagious/communicable illness the parent/legal guardian will be notified to pick up their scholar immediately. The parent/legal guardian MUST ARRANGE for the scholar to be taken home. Again, a note from a healthcare provider may be requested by the school before your scholar can return to school. We are also implementing the use of personal protective equipment (PPE) in our clinics for scholars who exhibit symptoms of COVID-19. **In case of a serious accident, illness or emergency at school, your scholar will be transported by ambulance to an emergency medical facility if deemed necessary by EMS. The parent/legal guardian is responsible for all expenses regarding such transportation.**

## MEDICATIONS

When possible, medication should be taken at home, including all non-essential medications such as vitamins, herbals, essential oils, and prescribed pain medications. However, if medication must be taken at school, on a field trip or during a “before or after” school-chaperoned activity, parents must provide all medications (prescribed and over the counter) and the following policies and procedures apply (Note: Genesis reserves the right to decline administration of nonessential medications). Medications must be listed individually on the appropriate required district Authorization Form, and it is the parent/legal guardian’s responsibility to send the appropriate form to the school.

1. **Authorization for Medication Form** – The parent/legal guardian must complete an authorization and instruction form titled **“AUTHORIZATION TO GIVE MEDICATION AT SCHOOL Form.”** For all prescription medications, a healthcare provider must also sign the form. A faxed copy of the form from your doctor’s office that also contains the parent/legal guardian’s signature is acceptable. For your convenience, all schools have copies of the form on-site, or you can access the Student Health Services website. **The school cannot give medications without the authorization form.** The same form is used for prescription and non-prescription medications. Medication Authorization Forms are only valid for **one/current school year**. A separate form **MUST** be used for each medication.
2. The medication and the authorization form must be taken to the school clinic/office by the parent/legal guardian. However, if this is not possible, the scholar should be instructed to take the medication and the authorization form directly to the school office/clinic upon arrival to school. **Please instruct your scholar that under no circumstances should medication be shown to or shared with another scholar.**

***It is essential for the parent/legal guardian to bring controlled substance medications to the school personally.***

Medications that are considered controlled substances by the State of Georgia (which includes medications for ADD/ADHD, prescribed pain medications and psychotropic medications) must be appropriately stored in the school clinic.

3. Only medication in its ORIGINAL container from the store or pharmacy is accepted. Non-prescription medications in small-sized containers are preferred due to limited storage space. Both prescription and non-prescription medications sent to the school must have current labeling on the container. Medication in containers that have expired labeling **will not** be given to the scholar. **The medication in the container must MATCH the label. The label must MATCH the scholar and the instructions on the authorization form. The prescription label on the container must be CURRENT.** A new prescription container with correct labeling is required for any dosage change. **The school cannot alter dosages without a new authorization form from you and/or your doctor/healthcare provider.** At the designated time, the scholar will go to the clinic to take the medication. Assistance/supervision by the school clinic personnel will be given in accordance with the instructions on the authorization form. **Medication is a parental responsibility. Genesis employees will not assume any liability for supervising or administering medication. Genesis retains the privilege of refusing to supervise/assist in administering medication, except where otherwise required by law.**
4. Discontinued medication should be retrieved from the school office/clinic within one week after the medication is discontinued and any unused medication should be picked up by the end of the school year. Any discontinued, unused, or expired medication left in the clinic at the end of the school year will be discarded.

## AUTHORIZATION FOR STUDENTS TO CARRY A PRESCRIPTION INHALER, EPIPEN, INSULIN OR OTHER APPROVED MEDICATION FORM

If you have a scholar who has asthma, a severe allergy or another health-related condition that requires self-administration of medication, or who needs to carry an emergency medication (epinephrine, Diastat, inhaler, Glucagon, etc.), or if a scholar has an approved legitimate reason to carry a medication on his/her person, you must complete and submit to the school clinic an **Authorization for Students to Carry a Prescription Inhaler, Epinephrine, Insulin, or Other**

**Approved Medication Form.** Genesis retains the privilege of refusing certain medications to be carried, except where otherwise required by law. You may obtain a form from your scholar's school. This form requires a physician, parent/legal guardian, and scholars' signature if the medication is a **prescription** medication. Parents are **strongly encouraged** to keep a "back-up" supply of any emergency medications such as an inhaler, epinephrine, Diastat, diabetes medication, etc. in the school clinic. For further instructions, please call or visit your school clinic. **Over the counter (OTC) medications have different requirements. Elementary school students** must store all OTC medications in the clinic and will only be administered with parental permission; **Middle school students** may carry **approved medications** with them during the school day, on field trips or during other school-related activities if parental permission is provided in advance on the school approved form.

## **IMMUNIZATIONS**

For enrollment in Genesis Innovation Academy, all certificates of immunization must be marked "**Complete for Attendance**" or **have a future expiration date**. Expired certificates are unacceptable. We encourage you to not wait to have your scholar vaccinated. Georgia law allows for only two types of exemptions from immunization requirements: medical and religious. Every scholar must have one of the following items on file: either a valid Georgia Immunization Certificate (Form 3231) or a signed, notarized Department of Public Health Form 2208 – Affidavit of Religious Objection to Immunization. Please contact your healthcare provider or local health department if you have questions. A detailed description of the immunization schedule, policies and changes can be found at <http://dph.georgia.gov/immunization-section>. **The parent/legal guardian is responsible for securing and maintaining a copy of the mandated Georgia Public Health 3231 Immunization Form, and the Vision, Hearing, Dental and Nutritional Screening Form 3300.** Scholars who are not compliant with Georgia's immunization requirements will be excluded from school until the appropriate updated certificate/form is submitted as specified by law.

## **EMERGENCY PREPAREDNESS**

In the event of an emergency, we want to ensure we are prepared to appropriately care for your scholar if we need to "**shelter-in-place**" or stay at school for an extended period-of-time. This is a precaution for keeping our scholars and staff safe during an emergency. If your scholar requires any medication, especially emergency medications, whether they are scheduled to take it during school hours or not, or if your scholar requires a special medical procedure, please alert the school clinic so we can plan accordingly. We certainly want to make sure we have an adequate supply of any **emergency and/or required daily medication(s)** that your scholar may need if they must *shelter-in-place*. Should the decision be made to shelter-in-place, information will be provided to you from your scholar's school as well as the district and local authorities. It is important for you to follow instructions from the school district and local authorities so you will know what to do if we are advised to shelter-in-place. Feel free to visit Ready.gov for more information about emergency preparedness.

By working together, we can ensure the health and well-being of every scholar so that he/she benefits from the learning environment. Should you have any questions or need additional information, please contact School Nurse or Clinic Assistant, or call the office of Health Services at 404-990-3844.

Thank you.

Genesis Health Services Team