

Health Office Required Forms Checklist

This is the checklist for medical forms.

*A separate form must be completed for each student

** All forms can be found on the OLGC website located in the parent section under Forms and Communications

REQUIRED FORMS

_____ Entrance Physical Form within 365 days of first day of school for those entering school for the first time. *NEW STUDENTS ONLY* this form is required for all students entering school for the first time or transferring to OLGC from out of state. If you are transferring from another New Jersey school, a physical is not required. The physical must be completed within 365 days of the first day of school.

_____ Emergency and Release Authorization – Please print and read this carefully. Fill out this form completely before returning it to your child’s new teacher on the first day of school. Please feel free to contact the nurse’s office throughout the school year to provide us with any changes or updates regarding your child’s health.

_____ Medical and Personal Information Release

_____ Proof of Immunization from child’s doctor – Provided by your doctor’s office and required for all students entering school for the first time and anyone who has received an immunization over the past year. *Students entering sixth grade must submit a record of receiving the MCV and Tdap immunization*.

_____ Medication Permission Form – please print and fill out this form even if no medication is to be given, check the no medication to be given line and sign the bottom of form. If you wish your child to receive **any medication, over the counter or prescription**, this form must be filled out and signed by your doctor and it is necessary that the health office receives return of this form regarding school time medication permission – including daily or occasional medications to be given (including Tylenol). **“NO” over-the-counter medications will be given unless this form is signed by parent and physician.**

IF APPLICABLE – forms available on OLGC website

_____ Asthma Action Plan Form – this plan is to be printed and filled out by your doctor along with the medication permission form. The health office needs to know if any of the children are required to use and/or carry an inhaler especially prior to gym or recess. A copy of this form can be obtained from the health office or printed from this website www.pacnj.org. The Asthma Plan is so we can better serve the needs of your child/children with asthma or an asthma-like condition. There is a nebulizer in the health office if your child requires a treatment.

_____ Epi-pen packet - If your child is in need of an Epi-pen see the Epi-pen packet located on the school website under Forms & Communications or pick up a packet at the health office. Please have the packet completed by doctor and by the parent. For your child’s safety, two pens are required to be in school for each child.

_____ Sports - Annual Athletic Pre-Participation Physical Exam forms. Any student grades 4-8 planning to play on parish teams must have these forms submitted to the Health Office before practices begin for sport being played. Please print and fill in parent section and private physician fill out physical section and review parent questionnaire. Exam must be within 365 days of the start of the first practice. The Annual Athletic Pre-Participation forms can be found at www.nj.gov/education/students/safety/policy/.