



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

STUDENT SUPPORT SERVICES

89 Washington Avenue, Room 318-M EB

Phone: (518) 486-6090; Fax: (518) 474-8299

E-mail: StudentSupportServices@mail.nysed.gov; Web: www.p12.nysed.gov/sss

October 24, 2013

To: District Superintendents
Superintendents of Schools
Administrators of Public Schools
Administrators of Charter Schools
Administrators of Non-Public Schools

From: Renee L. Rider, Assistant Commissioner
Office of Student Support Services

Subject: Parent/Guardian Notifications Regarding Student Illness or Injury

In an effort to assist schools in keeping students healthy and safe, we are issuing this memorandum to provide information to schools regarding the need to provide timely information to parent/guardians regarding student illness and/or injury to enable the parent/guardian to obtain appropriate care for their child.

It is essential that parents/guardians are kept informed of illnesses or injuries that occur in school. This is best accomplished when the school, parents/guardians and communities work together and communicate in a coordinated effort. Schools are encouraged to consult with their medical director to develop policies on when parents/guardians are to be notified of illness or injuries occurring in school, as required by Article 19 Section 901, "to inform parents and persons in parental relation to the child...of the individual child's health condition; to instruct the school personnel in procedures to take in case of accident or illness." In New York City, health services are governed by Chancellor's Regulations A-701, which states, "When a student is injured or becomes ill and needs immediate medical care, the principal shall obtain the necessary emergency medical care and notify the parent." Although not required to follow these laws, non-public schools are highly encouraged to adopt similar policies in their schools to insure the health and safety of their students.

To strengthen, promote, and sustain the communication of evidence-based, best practice health information to schools, the NYS Education Department has developed the **Parent/Guardian Notification** page on its website located at:

http://www.schoolhealthservicesny.com/tool_kit.cfm?subpage=257. This webpage has customizable template notification letters for various illnesses and injuries; each includes information for the parent/guardian on symptom observation and when to seek medical follow-up care, and is a valuable tool for schools to assist in communicating students' health conditions and needs with parents/guardians.

Thank you for continuing to collaborate with the State Education Department in support of health and wellness initiatives for our students and their families. Should you have questions, or seek further information, please contact the Office of Student Support Services at StudentSupportServices@mail.nysed.gov or 518-486-6090.