



OLD TOWN CULTURAL/HISTORICAL PROGRAM
NURSE TIMELINE 2009-2010

OLD TOWN CONTACT INFORMATION:

PrincipalKarla Shiminski
School Secretary.....Arlene Preclaro
School Nurse.....Annie Stukes (Mon., a.m. & Fri., p.m. only)
Phone #.....(619) 293-4432
FAX.....(619) 298-1549
Web.....<http://www.sandi.net/oldtown>

DUE DATE

6 WEEKS BEFORE

- Meet with your school's OCILE Coordinator and Principal to review timeline and materials.

5 WEEKS BEFORE

- Review school's Health Concerns Form from either previous year or from computer health alert statements.
- Review and Sign Permission and Medical Authorization Form as parent packets are returned by students.
- Send out Asthma Letter to Parents.
- Prepare first draft of the Health Concerns Form in Excel Spreadsheet Form including:
 - Daily medication:** Send only enough medication for the week. Divide the doses into individual envelopes, one dose per envelope and label appropriately. Inhalers should contain enough doses for the week. Any extra medication will be returned with the teacher on the last day to the home school.
 - Asthma:** Students **must** bring their medication with them, even if they do not routinely use it at school. Please contact the parent(s) and inform them of this. Label inhalers with name and dose.
 - Bee venom allergy:** Students **must** bring their bee sting kit or medication recommended for them by their doctor, e.g., benadryl. There is always the possibility that they might be stung. They may be 60 minutes from help if stung while hiking on the trails.
 - Diabetic:** Due to increased activity, students should bring **extra** snacks. A fanny pack or backpack may be used for equipment and snacks.
 - Milk/ food allergy:** Include on the list students who cannot drink milk or have food allergies. **NOTIFY** the our cafeteria manager (858-483-7624)* or the SDUSD dietician (**Brenda Reynosa (858-627-7311)**)of students requiring a special diet. Tell them the student's name and week of attendance at Old Town.
 - Water bottles:** Include on the list students who need water for **medical reasons only per doctors note**. Frequent stops are made during the day for drinks at the water fountains and students may carry water bottles during the week.
 - Assistance:** Students with special needs in toileting, feeding, special procedures, or mobility (cast, braces, crutches, wheelchairs) **must** be accompanied by their aide from their school. **There is no program staff available to provide special services, such as pushing wheelchairs.** Please contact the nurse or principal, well in advance of the week of attendance, to work out the details for any special needs. Reminder: A wheelchair accessible bus must be ordered by the home school.
 - Walking Limitations:** Students need to be able to walk 2-3 miles a day at Old Town.
 - Special Education Student Needs:** Include any needs not addressed by the teacher on their Special Student Needs Form.
 - Over the Counter Medication:** These are not given out at the program. If a child frequently needs this, please have the parent obtain a physician's order.

- Contact parents as needed to update Health Concerns Form.

4 WEEKS BEFORE

- Return completed hard copies of the Health Concerns Form and signed Permission and Medical Authorization Forms to the OCILE Coordinator.
- Email the Health Concerns Form as an Excel Spread Sheet to Debbie Fink, dfink1@sandi.net. Call Debbie if you have questions at 619-293-4432. In addition, email a copy to your site coordinator.
- Arrange for an adult from the school (aide, parent, teacher) to push any wheelchair students. Note: Students cannot push other students.
- Call the Old Town Program at 619-293-4432 to reserve a wheelchair if needed. Note: One is available on a First Come First Serve Basis.

3 WEEKS BEFORE (Excluding Vacations)

OCILE COORDINATOR SENDS ALL FORMS TO OLD TOWN PROGRAM OFFICE

2 WEEKS BEFORE

- Phone (619-293-4432) or Fax (619-298-1549) updated information to the Old Town Program.
- Notify our cafeteria at Mission Bay(858-483-7624)* or Brenda Reynosa (858-627-7311), the SDUSD Dietician, to arrange for special sack lunches for any students on special diets. If one is not available, notify the parents of students with food allergies to send a lunch from home during the program. If a student is listed on the Health Concerns Form with a milk allergy or dairy intolerance, juice will be provided.

1 WEEK BEFORE

- Prepare school envelope for medications:
 - Fill out medication Form
 - Label inhalers with name, dose and school. Make sure inhalers have enough medication for the week.
 - Send only enough Daily Medication for the week. Divide doses into individual envelopes, one dose per envelope and label appropriately.
 - Copy and include physician order sheets when appropriate.
 - Copy and include asthma letters from parents for asthmatic students only.
 - Copy and include orders for diabetic students.
 - Copy and include an extra, updated Health Concerns Form.

First Day of Program

- Arrange for a participating teacher to bring the medication envelope to the program.
- Immediately Phone (619-293-4432) or Fax (619-298-1549) any additional medical information.

