

In this section: Required forms, optional forms, medication, first aid, allergies

Required Forms

The following required forms must be on file for students to attend school. All forms are available in the links below.

All contact information changes including home address, phone numbers, and email addresses must be emailed to Noelle McHugh, nmchugh@geds.org. Updated information is essential for emergency as well as routine communication and mailing progress reports.

Grace requires all students to be vaccinated.

Returning Students

- [Emergency Form](#): Must be completed each school year.
- [Immunization Certificate](#): Students entering Kindergarten must provide an Immunization Certificate.

New Students

- [Emergency Form](#)
- [Health Inventory](#)
- [Immunization Certificate](#): Please note: two Varicella (chickenpox) vaccinations are required for students in Kindergarten-Grade 5.
- [A Parent's Guide to Regulated Child Care](#) (signature)

Optional Forms

- [Medication Administration Authorization Form](#): If your child receives medication during the school year, including non-prescription medication, a Medication Administration Authorization Form must be signed by your child's physician prior to school personnel administering any medications to your child. In the case of application of sunscreen or insect repellent, only a parent's signature is required on the form. Please Note: A separate form is required for each medication. Medications should be delivered to the Main Office by the first full day of school.
- [Allergy Action Form](#): If your child has allergies that may require medication during the school year, an Allergy Action Plan must be completed and signed by the child's physician in addition to the Medication Administration Authorization Form. Please Note: Any student requiring an EpiPen must have this form on file.
- [Asthma Action Form](#): If your child uses an inhaler during the school year, an Asthma Medication Administration Authorization Form/Asthma Action Plan needs to be

completed and signed by your child's physician in addition to the Medication Administration Authorization Form.

First Aid

If a student has an accident at school and needs emergency treatment, an ambulance will be called, parents will be contacted, and a staff member will accompany the student to the hospital.

Please Note: Students play outside daily, weather permitting. If it should be necessary for a child to remain inside for any reason, the parent must notify the teacher in writing of the medical necessity. Special arrangements can be made for a limited time only.

Children with medical conditions, whether temporary or permanent, that restrict their participation in routine activities must have a doctor's description of what activities the student should be excluded from, and this should be discussed with both the administration and the faculty involved.

Allergies

Grace Episcopal Day School is committed to the health and well-being of its students. However, Grace is not an allergen free school and cannot ensure that students with allergies will not come in contact with an allergen. Faculty, staff, and administration will collaborate with families and students to address allergies and intolerances. In the case of nut allergies, we take careful measures to support students. For example, we may offer nut-free tables at lunchtime or declare individual classrooms at the Early Childhood level nut-free for the school year to support our youngest students with allergies.

We encourage parents to educate their students about safe and unsafe foods, allergens, strategies for avoiding exposure to unsafe foods or allergens, symptoms of allergic reactions, how and when to tell an adult he/she may be having an allergy-related problem, and how to read food labels (age appropriate) and to provide snacks, lunches, and party treats that are free of the allergen for the student.