

Belmont Public Schools Nurse's Office Information for Daily Substitutes

Each Belmont Public School has a Nurse's Office with at least one registered nurse on duty at all times during school hours. The telephone numbers and internal phone extensions for each Nurse's Office are as follows:

| SCHOOL | NURSE'S PHONE NUMBER | INTERNAL EXT. |
|------------------------------------|----------------------|---------------|
| Belmont High School Nurse | 617-993-5929 | X 5929 |
| Chenery Middle School Nurse | 617-993-5806, 5807 | X 5806, 5807 |
| Burbank Elementary School Nurse | 617-993-5506 | X 5506 |
| Butler Elementary School Nurse | 617-993-5556 | X 5556 |
| Wellington Elementary School Nurse | 617-993-5606 | X 5606 |
| Winn Brook Elementary School Nurse | 617-993-5706 | X 5706 |

More information on BPS nurses may be found at <https://www.belmont.k12.ma.us/health/nurses/>.

In the case of student injury, allergy, illness or medical emergency, daily substitutes should interact with the school nurse's office as outlined below:

1. **Acute medical emergency** (e.g., student cannot breath; student falls unconscious; student is seriously injured):
 - a. immediately telephone the Nurse's Office from the classroom phone
 - b. tell the Nurse your classroom number, the student's name, and the nature of the emergency
 - c. stay with the student until Nurse arrives; provide basic care as you are able.

2. Student has a **moderate reaction to known medical condition** (e.g., allergic student feels itchy; diabetic student feels their blood sugar is low):
 - a. send the student to the Nurse's Office, accompanied by a volunteer student/friend
 - b. telephone the Nurse's Office to let her know the student is coming.

3. Student is **feeling somewhat ill or suffers a minor injury**:
 - a. ask the student if they need to go to the Nurse
 - b. send the student to the Nurse's office
 - c. use judgement as to whether the student needs to be accompanied.

You must write out a pass to send with any student you send to the Nurse's Office.

When a student returns from the Nurse's Office:

- the student should have a pass from the Nurse. The substitute should request the pass and read it. If there are any restrictions, the pass will include a note outlining any limitations on the student's activities for the remainder of the day (e.g., "Mary should not go outside for recess").
- If a student returning from the Nurse's Office does not have a pass, the substitute should call the Nurse's Office, ask for a status update, and clarify any special instructions for the student.

If you have any questions or concerns about this information, please feel free to contact Beth Rumley, Belmont Public Schools Director of Nursing, 617-993-5806 or MRumley@belmont.k12.ma.us.