

Teachers, Food Service, and Classified staff:

The **most current** Teacher, Food Service, and School Alert Lists are now available in Outlook! Nurses make changes on these reports throughout the year. In the past, the hard copy you received 2-3 times per year was only current on the day it was printed. Your new Outlook copy will be current and include important updated health information. As in the past, when we become aware of new and significant medical information, we will alert the staff via email or mail box.

Below you will find instructions for accessing your reports. Please let me know if you have any questions.

Instructions on how to access health alerts in Outlook

Open Outlook:

- Click on the middle folder on the bottom of the left side of the screen
- Scroll down under ALL FOLDERS and click on (+) sign for Public Folders. (At this time you might want to make the folder column wider by placing your cursor on the right border of the folder column. When you see a double headed arrow, you can drag it to the right to make the column as wide as you like).
- Click the (+) sign for ALL PUBLIC FOLDERS
- Click on (+) sign for SCHOOLS
- Click on (+) sign for your building
- Click on (+) sign for building only
- Click on Health Alert
- **Teacher Alert List** is intended for classroom use and is arranged by teacher last name and shows each period. If you want just your class information, scroll down to your name. Print ONLY your pages if you want a hard copy.
- **School Alert list** is intended for staff that will interact with students in a broader setting i.e. Para educators in the lunchroom, at recess, etc. and is arranged by all students, straight alpha.
- **Food Service Report** is arranged straight alpha and only lists students with life threatening food allergies and diabetics.

1. Remember if you print a hard copy, it must be kept **CONFIDENTIAL**. Please **shred** outdated reports that you may have on file. **If a student has health concerns, only discuss it with that student privately, not in front of the class or when others are present to maintain the student's medical confidentiality.**
2. Alert List should be available to your subs and your emergency kit for evacuations and drills.
3. Please share information with your Para Educators **and put in your sub folder.**
4. If you know of a medical condition that was not listed, please let us know.
5. Health Plans are on file in the Health Room and available to you on a need to know basis.
6. Staff alert lists do not include behavioral, emotional, or mental concerns. This information is available to you in the Health Room and with the student's counselor on a need to know basis.
7. Please email your building RN if you have any questions.

Thanks,
Tracy Theriault, RN