

10/30/25

Dear Parents and Guardians,

We are writing to share important updates about the School Health Services Program for the current 2025–2026 school year. Starting this year, DC Health’s School Health Services Program will transition from a grantee- supported to an in-house model. This change will help us provide more consistent and direct oversight of student health services. All health suite staff will now be hired and managed directly by DC Health.

Services and Hours:

The following services will continue to be available in the school health suite:

- First aid and emergency care
- Medication administration
- Vision and hearing screenings
- Telehealth services
- Individualized health plans
- Care coordination
- Immunizations

Health suites will have between 20 to 40 hours of coverage each week. General health suites’ hours are from 8:00am to 4:30pm.

Staffing:

Health suite staff will continue working in cluster-based teams. Clusters are made up of schools within close proximity. Each cluster is supervised by a Registered Nurse and Nurse Manager. You may see the following professional(s) in your student’s health suite:

Role	Responsibilities
Registered Nurse (RN)	First Aid, medication administration, emergency response, health records review, immunizations, care coordination, special care, and developing health plans
Licensed Practical Nurse (LPN)	Same as RN, but not developing health plans
Health Technician	First aid, medication administration, emergency response, data entry

Please note: While we aim to keep staffing consistent with last school year, we cannot guarantee that the same staff will be assigned to your child's school in 2025–2026.

School Health Forms:

To ensure your student receives proper care, please complete and submit the following forms to your school's front office:

- **Universal Health Certificate:** Visit report from your children's medical provider that needs to be given to your school each year.
- **School Health Services Consent:** Ensures your student is enrolled and can use SHSP services. This form is only required once.
- **Medication and Treatment Authorization:** Tells health suite the medications and treatments your student needs. If there are medication or dose changes, ensure that a new form is filled by a doctor and given to your school.
- **Action Plans:** If your child has asthma, anaphylaxis, or seizures make sure to submit an action plan right away. If their care plan changes you will need to submit a new form.

Reminder: These health forms are necessary for your student to receive proper care throughout the school day. Ask your child's medical provider to complete these forms. For a copy of the school health forms please visit the [School Health Services Program webpage](#).

Thank you for your support and partnership in keeping our students healthy and safe. If you have questions, please contact your school or the School Health Services Program directly at shs.program@dc.gov.

Sincerely,
DC Department of Health – School Health Services Program