

# Hokkaido International School

1-55, 5-JO 19-CHOME, HIRAGISHI, TOYOHIRA-KU, SAPPORO 062-0935. JAPAN

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September 7, 2009

Dear Parents,

We are actively working to ensure the health and well being of your student at Hokkaido International School. Enclosed you will find health forms that will assist us in caring for your child while they are in attendance at school and during after-school activities. This information needs to be updated each year in order for us to be fully aware of the health of our students. All information is confidential and will be used only for the health of your child.

Additionally we are carefully watching the development of the pandemic influenza that began developing last spring. As you may know, flu can be easily spread from person to person. Therefore, we are taking steps to reduce the spread of flu in HIS. We want to keep the school open to students and functioning in a normal manner during this flu season. But, we need your help to do this.

We are working closely with the Sapporo and the Japan health department to monitor flu conditions and make decisions about the best steps to take concerning schools. We will keep you updated with new information as it becomes available.

If the flu becomes more severe, we may take additional steps to prevent the spread such as:

- Conducting active fever and flu symptom screening of students and staff as they arrive at school,
- Making changes to increase the space between people such as moving desks farther apart and postponing class trips, and
- Dismissing students from school for at least 7 days if they become sick.

For now we are doing everything we can to keep our school functioning as usual. Here are a few things parents can do to help.

- Teach your children to wash their hands often with soap and water or an alcohol-based hand rub. You can set a good example by doing this yourself.
- Teach your children not to share personal items like drinks, food or unwashed utensils, and to cover their coughs and sneezes with tissues. Covering up their coughs or sneezes using the elbow, arm or sleeve instead of the hand when a tissue is unavailable.
- Know the signs and symptoms of the flu.

Symptoms of the flu include fever (37.8 degrees Celsius or greater), cough, sore throat, a runny or stuffy nose, body aches, headache, and feeling very tired. Some people may also vomit or have diarrhea.



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TEL: (81) 11-816-5000; FAX : (81) 11-816-2500

HOME PAGE: [HTTP://HIS.AC.JP](http://his.ac.jp)

EMAIL: [HIS@HIS.AC.JP](mailto:HIS@HIS.AC.JP)

ACCREDITED BY THE WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES

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We ask that parents keep sick children at home for at least 24 hours after they no longer have fever or do not have signs of fever, without using fever-reducing drugs. Keeping children with a fever at home will reduce the number of people who may get infected.

Do not send children to school if they are sick. Any children who are determined to be sick while at school will be sent home.

We are attaching school medical record forms for parents to complete for each child. Please note that page three has the top and bottom reversed. This is so it can be folded and can be used as a card in case of a student needs to be transported. Please return the health forms by October 1, 2009 to your student's homeroom teacher or to the school nurse, Sarah Branson RN, MSN.

Thank you for your help as we all work to keep the students of HIS healthy and learning. We will notify you of any additional changes to our school's strategy to prevent the spread of flu.

Regards,

Rick Branson  
Headmaster

\*Please note that the 2009 pandemic response plan is on the HIS website under the "administration" tab of "downloadable documents."



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