



# Minerva France Elementary School

4990 Farview Rd, Columbus, Ohio 43231  
Phone: 614-797-7500 Fax: 614-797-7501  
Tyson D. Hilkert, Principal  
Ja'Niece T. Whitehead, Assistant Principal

August, 2022

Dear Families,

Welcome back to another school year or welcome to the next chapter in your child's life! Whether you are new to this or have many years under your belt, entrusting someone to care for your child while you are away can feel uncertain. My hope is to alleviate some of those concerns by sharing some basic health guidelines for our school district and introducing myself. I look forward to helping your child throughout this school year and will treat them with the same consideration as I would my own.

My name is Katy Hartnell and I will be your child's school nurse this year. I will be at Genoa Middle School three days a week and Minerva France Elementary two days a week. On the days that I am not in the building there will be a health aide covering, so there will always be one of us there at all times. I have been a nurse for 9 years and started my nursing career in Labor and Delivery at St. Ann's. This is my third year working in the Westerville City School District and I can not wait to continue this journey with Genoa and Minerva France.

Myself or the health aide will be at the Back to School event for both Genoa and Minerva France in order to provide an opportunity for families that require any clinic services throughout the school year to meet one of us.

**This is a time for you to drop off any necessary forms:**

1. Pick up copies of forms if unable to access on internet
2. Drop off complete forms signed by both guardian/parent and medical provider
3. Drop off medication and/or supplies
4. Submit any updated immunizations if applicable

**Please be sure to update any new medical conditions in PowerSchool.** For any students that require specialized medical care for any conditions while at school please be sure to complete all necessary forms. Links to forms are listed below. The school nurse will contact you if needed to develop and/or update a medical plan for your student. Please contact the school nurse with any questions or concerns related to your student's medical needs.

Please notify me by email ([HartnelK@westerville.k12.oh.us](mailto:HartnelK@westerville.k12.oh.us)) about any new health concerns your student may have or changes in health history over the summer.

**District Medication Authorization Forms:**

[Allergy Action Plan Packet / Epinephrine Auto Injectors](#)

[Asthma Packet](#)

[Diabetic Care & Authorization](#)

[Request to Administer Medications to a Student During School Hours](#)

[Student Self Administration of OTC Medication](#)

[Student Immunization - Health Information Form & Immunization Requirements](#)

[Student Immunization - Health Information Form & Immunization Requirements- Somali](#)

[Student Immunization - Health Information Form & Immunization Requirements- Spanish](#)

All the best,

Katy Hartnell, RN  
School Nurse

*Dr. John Kellogg, Superintendent*

*Visit us at [www.westerville.k12.oh.us](http://www.westerville.k12.oh.us)*

**Vision:** Our vision is to be the benchmark of educational excellence.

**Mission:** Our mission is to prepare students to contribute to the competitive and changing world in which we live.

**Values:** Respect, Inclusiveness, Community, Communication, Collaboration, Innovation, Nurturing, Trust, Accountability



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