



VIHA SCHOOL ABSENTEE REPORT FORM

COMPLETION OF THIS FORM WILL HELP VIHA MONITOR FOR PANDEMIC INFLUENZA

- This form is to be completed by the school principal or designate on each day when, in his/her opinion, the school absenteeism rate is significantly increased. A general guideline for determining ‘significantly increased’ is approximately 10% above the normal rate of absenteeism for the time of year.
- Absenteeism for reasons other than illness are not reportable (e.g. school trips)
- If reasons for absenteeism are unknown, please make an attempt to investigate so you are able to provide this information.
- **PLEASE FAX COMPLETED FORM** to the attention of the School Nurse at the appropriate Vancouver Island Health Authority Health Unit:

Victoria 250.388.2249	Saanich 250.744.1041	Peninsula 250.544.2403	Esquimalt 250.360.5605
West Shore 250.474.1130	Sooke 250.642.5467	Saltspring 250.538.4899	

Pender, Saturna, Mayne, Galiano

SCHOOL DEMOGRAPHICS

Name of School: _____

Contact Person: _____ **Tel No.: (250)** _____

No. of students enrolled: _____ **No. of students absent due to illness** _____

Date of Elevated Absenteeism: (d/m/y) _____

SCHOOLS - PLEASE TICK CAUSES FOR ABSENTEEISM

- Fever Cough Runny/Stuffiness Sore Throat Fatigue Headache
- Diarrhea, Vomiting or Nausea Shortness of Breath/Breathing Difficulties
- Sore Muscles and/or Joints (not related to injury) Hospital Admission Related to Breathing Difficulties Hospital Admission Other
- Other Symptoms _____

INSTRUCTIONS FOR SCHOOL NURSES ONLY

PLEASE FAX COMPLETED FORM TO: CD Program South Island at **250.388.2228**