



SCHOOL ABSENTEEISM REPORTING FORM

Completion of this form will help the Vancouver Island Health Authority (VIHA) monitor for seasonal influenza.

HOW TO USE THE FORM

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 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 the reason for the absenteeism is unknown, please make an attempt to investigate so you are able to provide this information.

Please fax the completed form to your designated school nurse, or if you do not have a school nurse, fax the form to the VIHA Communicable Disease Program:

- North Island: 250-331-8513 (Courtenay)
- Central Island: 250-755-7924 (Nanaimo)
- South Island: 250.388-2228 (Victoria)

SCHOOL DEMOGRAPHICS

Name of School: _____ City/Town: _____

Contact Person: _____ Telephone Number: (250) _____

Students Enrolled: _____ # Students Absent Due to Illness _____

Date of Elevated Absenteeism (dd/mm/yr) _____

SCHOOLS PLEASE INDICATE CAUSES FOR ABSENTEEISM

- Fever Cough Runny/Stuffy Nose 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