

LETTER TO PARENTS MEDICATION POLICY

TO: Parents/Guardian of _____
FROM: School Health Clinic
DATE: _____
SUBJECT: Medication Policy

To protect your child's safety, the clinic staff will adhere to the following medication policy. It is required that **BOTH** the parent **AND** prescriber signatures are on file before any prescription **OR** non-prescription medication (depending on the school/district policy) is administered. This includes all medications including such over-the-counter products as Tylenol, Advil, etc.

Although this may cause some inconvenience, we feel that this policy is best for the continued protection of your child, and must be followed. **If we do not have your written permission and the written permission of your prescriber, the medication will not be given.** Permission forms can be obtained by contacting the clinic staff.

In order for your child to receive any medication at school, please conform with the following:

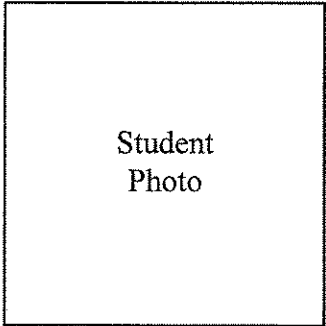
- A written request must be obtained from the prescriber and the parent/guardian. This request must include the name of the medication, dosage, time it is given during school hours, and duration. Forms are available at the school.
- A signed Prescriber and Parent Request for the Administration of Medication at School is required in order to dispense medication.
- The medication must be in its original container and, and if an over-the-counter medication, the bottle must be new with an unbroken seal. All medications must have a fixed label which indicates the student's name, name of medication, dosage, method of administration, time of administration and time interval of dosages.
- When the empty prescription bottle is returned to you, please bring the refill to school promptly.
- The medication and the signed permission form must be brought to the school by the parent or guardian. **Students may not bring medication to school.**
- Please include a photo of your child with the permission form.
- New Request forms must be re-submitted each school year, and are **necessary for any changes in medication orders.**
- If your child is taken off medication or will no longer receive it at school, please put your request in a dated, written note as soon as possible, accompanied by a prescriber's signed order to discontinue the medication. If the medication is not picked up by parents from the health aide or school office within 30 days, it will be properly disposed of.
- Medication will not be administered without a signed order from the prescriber or Prescriber and Parent Request for the Administration of Medication at School.

Please contact the building principal or clinic staff if you have any questions. Thank you for your cooperation.

**PRESCRIBER AND PARENT REQUEST
FOR THE ADMINISTRATION OF MEDICATION
AT SCHOOL**

(Medication Administration Record – MAR)

***** One Medication per Form *****



School _____
Student _____ Grade/Rm _____

Address _____

City/State/Zip _____

Name of Medication and Dosage _____

Times of Day to be Administered _____

Number of Times/Intervals Medication is to be Administered _____

Date to Begin Medication _____ Date to End Medication _____

Adverse/Severe Reaction that Should be Reported to Physician _____

Special Instructions for Administration of Medication _____

This medication can be safely administered by non-medical personnel Yes No

It is impossible to arrange for this medication to be taken at home and, therefore, it must be administered during school hours Yes No

This student is under my care. It is not possible to arrange for this medication to be taken at home under the supervision of a parent and therefore it must be taken during school hours.

Prescriber's Printed Name

Tel

Prescriber's Signature

Date

Please regard my signature below as my assurance that I release _____ School, PSI, and any or all of the school's and PSI's officers or employees from any liability or damages resulting from the consequences or adverse reactions of our child's taking or failing to take this medication at the times prescribed. I also agree to keep the school informed in writing of any revision in the physician's prescription. I have had the opportunity to ask questions. They have been fully answered to my satisfaction.

Parent's Printed Name

Tel

Parent's Signature

Date

ALLERGY ACTION PLAN

Drs. Carly Wilbur & Jamie Wood USE 1 FORM PER CHILD FOR EACH ALLERGEN

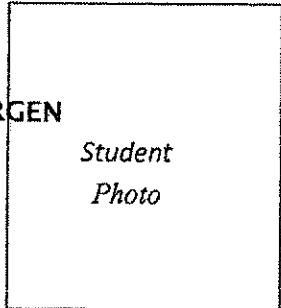
Student _____ School _____

DOB _____ Age _____ Weight _____ Grade/Rm _____

Allergy to _____

START DATE: _____ END DATE: _____

- Student has asthma. Yes No (if yes, higher chance of severe reaction)
- Student has had anaphylaxis. Yes No
- Student may carry epinephrine. Yes No (if yes, complete next page)
- Student may give him/herself medicine. Yes No (if student refuses/is unable to self-treat, an adult must give medicine.)



IMPORTANT REMINDER

Anaphylaxis is a potentially life-threatening, severe allergic reaction. If in doubt, give epinephrine.

<p>For Severe Allergy and Anaphylaxis</p> <p>What to look for </p> <p>If child has ANY of these severe symptoms after eating the food or having a sting, give epinephrine.</p> <ul style="list-style-type: none"> • Shortness of breath, wheezing, or coughing • Skin color is pale or has a bluish color • Weak pulse • Fainting or dizziness • Tight or hoarse throat • Trouble breathing or swallowing • Swelling of lips or tongue that bother breathing • Vomiting or diarrhea (if severe or combined with other symptoms) • Many hives or redness over body • Feeling of "doom," confusion, altered consciousness, or agitation <p><input type="checkbox"/> SPECIAL SITUATION: <i>If this box is checked, child has an extremely severe allergy to an insect sting or the following food(s): _____ . Even if child has MILD symptoms after a sting or eating these foods, give epinephrine.</i></p>	<p>Give epinephrine!</p> <p>What to do</p> <ol style="list-style-type: none"> 1. Inject epinephrine right away! Note time when epinephrine was given. 2. Call 911. <ul style="list-style-type: none"> • Ask for ambulance with epinephrine. • Tell rescue squad when epinephrine was given. 3. Stay with child and: <ul style="list-style-type: none"> • Call parents and child's doctor. • Give a second dose of epinephrine, if symptoms get worse, continue, or do not get better in 5 minutes. • Keep child lying on back. If the child vomits or has trouble breathing, keep child lying on his or her side. 4. Give other medicine, if prescribed. Do not use other medicine in place of epinephrine. <ul style="list-style-type: none"> • Antihistamine • Inhaler/bronchodilator
<p>For Mild Allergic Reaction</p> <p>What to look for </p> <p>If child has had any mild symptoms, monitor child.</p> <p>Symptoms may include:</p> <ul style="list-style-type: none"> • Itchy nose, sneezing, itchy mouth • A few hives • Mild stomach nausea or discomfort 	<p>Monitor child</p> <p>What to do</p> <p>Stay with child and:</p> <ul style="list-style-type: none"> • Watch child closely. • Give antihistamine (if prescribed). • Call parents and child's doctor. • If symptoms of severe allergy/anaphylaxis develop, use epinephrine. (See "For Severe Allergy and Anaphylaxis")

Medication/Doses

Epinephrine autoinjector, intramuscular (list type): _____ Dose: 0.15 mg 0.30 mg

Antihistamine, by mouth (type and dose): _____

Other (for example, inhaler/bronchodilator if student has asthma): _____

Parent/Guardian Authorization Signature	Date	Physician/HCP Authorization Signature	Date
Emergency Contacts/Relationship		Telephone number	
1. _____		_____	
2. _____		_____	
3. _____		_____	

*******(To be completed ONLY if student will be carrying an Epinephrine Autoinjector)*******

AUTHORIZATION FOR STUDENT POSSESSION AND USE OF AN EPINEPHRINE AUTOINJECTOR
(In accordance with ORC 3313.718/8313.141)

Student name
Student address

This section must be completed and signed by the student's parent or guardian.

As the Parent/Guardian of this student, I authorize my child to possess and use an epinephrine autoinjector, as prescribed, at the school and any activity, event, or program sponsored by or in which the student's school is a participant. I understand that a school employee will immediately request assistance from an emergency medical service provider if this medication is administered. I will provide a backup dose of the medication to the school principal or nurse as required by law.

Parent/Guardian signature	Date
Parent/Guardian name	Parent/Guardian emergency telephone number ()

This section must be completed and signed by the medication prescriber.

Name and dosage of medication	
Date medication administration begins	Date medication administration ends (if known)
Circumstances for use of the epinephrine autoinjector	
Procedures for school employees if the student is unable to administer the medication or if it does not produce the expected relief	

Possible severe adverse reactions:

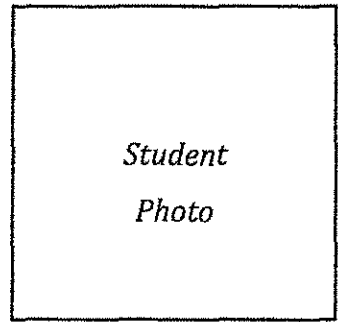
To the student for which it is prescribed (that should be reported to the prescriber)
To a student for which it is not prescribed who receives a dose
Special instructions

As the prescriber, I have determined that this student is capable of possessing and using this autoinjector appropriately and have provided the student with training in the proper use of the autoinjector.

Prescriber signature	Date
Prescriber name	Prescriber emergency telephone number ()

Developed in collaboration with the Ohio Association of School Nurses.
HEA 4222 3/07

ASTHMA ACTION PLAN



Student Information:

Student: _____ Birthdate: _____
 School: _____ Grade/Rm. _____

Emergency Contact Information:

Name	Relationship	Telephone number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Healthcare Provider _____ Tel _____

Asthma Emergency Action:

The following are possible signs of an asthma emergency:

- Difficulty breathing, walking, or talking
- Blue or gray discoloration of the lips or fingernails
- Failure of medication to reduce worsening symptoms.

These signs indicate the need for emergency medical care. The steps that should be taken:

- Activate the emergency medical system in your area. Call 911.
- Call Parent/Guardian and/or Healthcare Provider

Triggers: _____

Name of Medication	Dosage	Time

Start Date _____ End Date _____

Steps for an Acute Asthma Episode (to be completed by prescriber)

1. Administer inhaler as ordered (with spacer, if available).
2. Contact Parent/Emergency Contact
3. If no relief in _____ minutes, repeat inhaler as ordered.
4. Call 911 if at any time student is in respiratory distress.
5. Additional Instructions:

Please check if STUDENT is permitted by healthcare provider to CARRY an inhaler and SELF-MEDICATE at school. (See next page.) (In accordance with ORC 3313.716/3313.14)

Signature of Prescriber _____ Date _____

Signature of Parent/Guardian _____ Date _____

*******SELF-MEDICATION FOR ASTHMA INHALERS*******
(In accordance with ORC 3313.716/3313.14)

Adverse reactions that should be reported to physician:

- Chest pain.
- Rash, hives, or itching.
- Fast, pounding, or irregular heartbeat.
- Swelling of the face, throat, tongue, lips, eyes, hands, feet, ankles, or lower legs.
- Difficulty swallowing.
- Worsened breathing.
- Hoarseness.

Adverse reactions for unauthorized user:

- Racing heart beat
- Feeling very shaky
- Other:

In the event that medication does not produce the expected relief from student's asthma attack, follow the "Steps for an Acute Asthma Episode" (on first page)

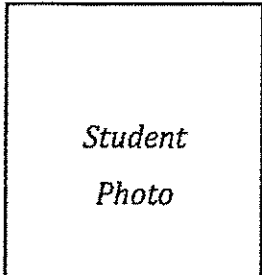
Other special instructions:

Copies must be provided to the principal and to the nurse.

Reviewed by Dr. Carly Wilbur



SEIZURE ACTION PLAN



School _____

THIS STUDENT IS BEING TREATED FOR A SEIZURE DISORDER. THE INFORMATION BELOW SHOULD ASSIST YOU IF A SEIZURE OCCURS DURING SCHOOL HOURS.

Student _____ Birthdate _____ Grade/Rm. _____

EMERGENCY CONTACTS

Name	Relationship	Telephone number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Treating Physician _____ Tel _____

Significant Medical History _____

Allergies _____

Triggers or warning signs _____

SEIZURE EMERGENCY PROTOCOL

A "seizure emergency" for this student is defined as: Start Date _____ End Date _____

- Seizure lasting > _____ minutes
- _____ or more Seizures in _____ hour(s)
- Other _____

SEIZURE EMERGENCY PROTOCOL: (CHECK ALL THAT APPLY AND CLARIFY BELOW)

- CONTACT NURSE/CLINIC STAFF AT _____
- Call 911 for transport to _____
- Notify parent or emergency contact
- Notify doctor
- Administer emergency medications as indicated below
- Other _____

TREATMENT PROTOCOL DURING SCHOOL HOURS: (include daily and emergency medications)

Daily Medication	Dosage & Time of Day Given	Common Side Effects & Special Instructions

Emergency Medication/ Instructions: _____

Call 911 if

- Seizure does not stop within _____ minutes of giving Emergency medication
- Child does not start waking up within _____ minutes after seizure stops (NO Emergency medication given)
- Child does not start waking up within _____ minutes after seizure stops (AFTER Emergency medication is given)
- Seizure does not stop by itself or with VNS (Vagal Nerve Stimulator) within _____ minutes

Following a seizure

- Child should rest in clinic.
- Child may return to class (specify time frame _____)
- Notify parent immediately.
- Send a copy of the seizure record home with child for parents.
- Notify physician.
- Other _____

Seizure Information - Student may experience some or all of the listed symptoms during a specific seizure.

Seizure Type(s)	Description	
<input type="checkbox"/> Absence	<ul style="list-style-type: none"> • Staring • Eye blinking 	<ul style="list-style-type: none"> • Loss of awareness • Other _____
<input type="checkbox"/> Simple partial	<ul style="list-style-type: none"> • Remains conscious • Distorted sense of smell, hearing, sight 	<ul style="list-style-type: none"> • Involuntary rhythmic jerking/twitching on one side • Other _____
<input type="checkbox"/> Complex partial	<ul style="list-style-type: none"> • Confusion • Not fully responsive/unresponsive 	<ul style="list-style-type: none"> • May appear fearful • Purposeless, repetitive movements • Other _____
<input type="checkbox"/> Generalized tonic-clonic	<ul style="list-style-type: none"> • Convulsions • Stiffening • Breathing may be shallow 	<ul style="list-style-type: none"> • Lips or skin may have blush color • Unconsciousness • Confusion, weariness, or belligerence when seizure ends • Other _____
<input type="checkbox"/> Myoclonic	<ul style="list-style-type: none"> • Quick muscle jerks 	<ul style="list-style-type: none"> • Sudden unprotected limb or body jerks
<input type="checkbox"/> Atonic	<ul style="list-style-type: none"> • Sudden head drop 	<ul style="list-style-type: none"> • Sudden collapse of body to ground
<input type="checkbox"/> Non-Seizure Psychogenic Events	Description:	

Seizure usually lasts _____ minutes and returns to baseline in _____ minutes.

Triggers or warning signs _____

Call parents under the following circumstances

- _____
- _____

Basic Seizure First Aid
<ul style="list-style-type: none"> • Stay calm & track time • Keep child safe • Do not restrain • Do not put anything in mouth • Stay with child until fully conscious • Record seizure in log
For tonic-clonic (grand mal) seizure:
<ul style="list-style-type: none"> • Protect head • Keep airway open/watch breathing • Turn child on side

A Seizure is generally considered an EMERGENCY when
<ul style="list-style-type: none"> • A convulsive (tonic-clonic) seizure lasts longer than 5 minutes • Student has repeated seizures without regaining consciousness • Student sustains a head injury during episode • Student has a first-time seizure • Student is injured or has diabetes • Student has blue/grey color change • Student has breathing difficulties • Student has a seizure in water

Special Considerations and Safety Precautions (regarding school activities, sports, trips, etc.)

Signatures

Parent/Guardian Signature

Physician Signature

Date

Date



University Hospitals
Rainbow Babies & Childrens

Reviewed by Dr. Carly Wilbur