

Bartlett City Schools Allergy/ Asthma Medication Guidelines

If your child has Asthma or an Allergy, the following procedures must be followed:

- 1. Complete the Allergy and Anaphylaxis Emergency Plan.** This form is available on-line or at your child's school.
- 2. The Allergy and Anaphylaxis Emergency Plan** must be completed and signed by the parent/guardian **and** physician in order for the school to keep the medication on school grounds and for the nurse to administer doses as needed. It also provides the course of action in case of a severe allergic reaction or Acute Asthma Attack. The parent/guardian's signature gives permission for the nurse to circulate the Allergy and Anaphylaxis Emergency Plan to the child's appropriate teachers and staff members.
- 3. Parents/guardians must bring** the medication into the clinic. Students are not permitted to carry any medications unless physician ordered. Please refer to BCS Policy 6011 for information regarding bringing medications to school.
- 4. When bringing the medication to school, upon receiving the medication, the parent/guardian will be asked to complete and sign the Medication Authorization Form.** This form is giving the parent/guardian's authorization for the principal's designee (nurse) to administer the medication to their child. This form includes:
 - Child's name
 - Name of medication
 - Expiration date of medication
 - Dose of medication
 - Purpose of medication
 - Time the medication will be administered
- 5. If your child carries their Epi-pen or inhaler there must be a completed Allergy and Anaphylaxis Emergency Plan** on file with signatures from parent/guardian and physician.