

**Request for Medical Documentation for School Year 20__ to 20__ for
Medication Administration / Emergency Care Plan / Asthma Action Plan**

Dear Parent/Guardian:

Date: _____

Student Name _____ Teacher _____ Grade _____

Our records indicate during this past school year, your child had one or more of the following:

- Order for the following medication(s)

- Emergency Care Plan (ECP) for a
life-threatening or serious medical condition
- Asthma Action Plan

To provide optimum care to your child, it is essential that we receive documentation of your child's medical needs from your health care provider prior to the first day of school in the fall.

- Please ask your health provider to provide a completed ECP/AAP for the coming school year which will assist school staff in providing safe care.

A blank copy is: Attached Available on the district website Available from the health office

- NYS regulations require new medication orders for medication administration in school each year. This applies to both prescription and non-prescription medication. Please be aware that some medication doses are determined by weight, and your child's dose should be reviewed for the next school year.

- If your child uses an inhaler, it is helpful to request the pharmacy to label the inhaler itself, -not just the box. A spacer is also recommended as this assists your child in receiving the medication correctly.

▪ **Information For parents regarding epinephrine auto-injectors:**

There are 3 epinephrine auto-injectors currently available on the market. Each auto-injector has a pre-determined dose of epinephrine which automatically injects when placed against the thigh. The current American Academy of Pediatrics recommended dose for most children 33-55 lbs. is 0.15-mg dose, and for children 55 lbs or more, the 0.30-mg dose. They are:

- **AdrenaClick** contains one dose of epinephrine.
- **Auvi-Q** was released in February 2013 contains one dose of epinephrine. It has voice cues which talk you through the injection process.
- **Epi-pen** contains one dose of epinephrine.

▪ **Information For parents regarding Antihistamines (such as Benadryl):**

- In order to have antihistamines on a field trip, a student must be self-directed (know why and how much medication to take). An unlicensed person (non RN) may assist them with opening the bottle or package.

Parent input is important and we encourage you to discuss the ECP/AAP with your health provider. Both a parent/guardian and health care provider should sign and date the plan and return it to the health office of the school your child will be attending next year. This needs to be in the nurse's office before the start of the school year or within two weeks of receipt of this letter to ensure the health and safety of your child. Emergency Care Plans are shared with appropriate, trained school staff, including bus drivers and monitors who supervise your child when a nurse may not be immediately available. Thank you for your cooperation in this vital matter.

Sincerely,

School Nurse: _____ School: _____
Phone #: _____ Fax: _____ Email: _____