



201 Forest Street, Marlborough, MA 01752

Health Office: Phone 508 597-2475/2409/2473

Medical FAX 508 485-0825 AMSAHealthOffice@amsacs.org

Dear Parents/Guardians

If medication(s) is required for administration for the next school year (August 2025- June 2026) please remember to follow these important steps:

Medical Orders must be written and dated after July 1st, 2025. Medical orders are only active for the current school year.

- A parent/guardian will need to contact the Health Office to complete a Parent/Guardian Permission for medication form (MAP).
- Medical providers must provide **medication orders** that include the name of the medication, form of medication, frequency, times of administration, diagnosis for which medication is being ordered and any side effects or specific directions/information for administration.
- Medical providers must provide **(1.) POTS Action Plan (2.) Please review and sign with a medical provider the Emergency Action Plan for campus non-medical staff when a nurse is not on campus/after school activities/field trips and bus drivers.**

Please be aware that if you feel your child has needs beyond the medical provider's plans you may call Guidance for a 504 Plan

If you need this information translated, please copy and paste it into Google Translate. The link to Google translate is <http://translate.google.com/>

Postural Orthostatic Tachycardia Syndrome (POTS) EMERGENCY ACTION CARE PLAN FOR SCHOOL 2025-26 NON-MEDICAL: STAFF/BUS DRIVER/AFTER SCHOOL ACTIVITIES

Student: _____	Parent/Guardian Name: _____
DOB: _____ Grade: _____	Home Phone: _____
Emergency Contact; Name/Number: _____	Cell Phone: _____
_____	Parent/Guardian Name: _____
	Cell Phone: _____

Please read students 504

List of medication being taken by my student (if not in violation of confidentiality):

Allergies: _____

POTS is an acronym for Postural orthostatic Tachycardia Syndrome. It is characterized by dysfunction of the autonomic nervous system which controls many “automatic” physiological functions including blood pressure, heart rate, blood vessels and pupil diameter, movement of digestive tract and body temperature. One can suffer from a wide range of symptoms.

Signs & Symptoms:

Actions: Call the Health Office x2475; x2409; x2472

- Dizziness
 - Lightheadedness
 - Pale facial color nausea
 - Sensation of feeling hot
 - Chest pain/palpitations
1. Immediately have student lie flat, elevate feet
 2. Remain flat until facial color returns
 3. DO NOT raise head- this could cause a seizure
 4. Pulse may be fast at first, then slow down as they recover
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- If Fainting occurs: **Call the Health Office x2475; x2409; x2472**
 1. Assist to the ground, lie flat
 2. DO NOT raise head- this could cause a seizure
 3. Call 911, if student does not regain consciousness or is not breathing
 4. Begin CPR, if needed

EXERCISE: may cause symptoms. Immediately stop exercising, rest or call the health office for assistance

PREVENTION:

- Adequate hydration and salt intake----Encourage water and/or Gatorade & allow salty snacks throughout the day
- Avoid long periods of standing---- Sit or come to the Health Office to rest
- Allow bathroom privileges as needed--- Student may have a permanent bathroom pass if requested by a medical provider
- If feeling lightheaded or dizzy—Student may come to the health office escorted by a friend or call the Health Office for assistance

List any other accommodations needed for this student: _____

Physician Signature _____ **Print Name:** _____ **Phone:** _____ **Date:** _____

- I want this plan implemented for my child, _____, in school. I hereby give my permission for the exchange of confidential information contained in the record of my child between the School Nurse and Medical Provider; my signature is an informed consent to share this medical information with school staff as a need to know for academic success and emergency plan as determined by the nurse.

Parent/Guardian Signature: _____ **Date:** _____ *****

*****Attach Medical orders & Medical Care Plan for School*****

Attach Student Photo:

Edited 6/12/25 MGW