



## Health Services Department

### Emergency Medication/Treatment Self-Administration Packet

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School Year: \_\_\_\_\_

Allergies: \_\_\_\_\_

Medication/Treatment:

- Rescue Inhaler \_\_\_\_\_
- Epinephrine \_\_\_\_\_
- Diabetic Treatment \_\_\_\_\_
- Other \_\_\_\_\_

I, a licensed physician or nurse practitioner, certify that this child has a medical history of \_\_\_\_\_, a chronic medical condition; has been trained in the use of the listed medication/treatment; and is capable of carrying and self-administering the listed medication/treatment. The child should notify school staff if medications/treatments are used, but the condition is not improved. The child understands the hazards of sharing medications with others and agrees to use medication/treatment as prescribed.

Signature of Health Care Provider: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Health Care Provider: \_\_\_\_\_ Phone: \_\_\_\_\_

#### **\*Physician signature required for initial authorization only**

I, the parent or legal guardian of the student listed above, give permission for my child to carry and self-administer the above-listed medications/treatments. I have instructed my child to notify the school staff if medications/treatments are used, but the condition has not improved. I understand that, absent any negligence, the school shall incur no liability as a result of any injury arising from the self-administration of medication by my child. This permission can be revised if there is evidence that the student is not administering medication appropriately.

I have been offered a copy of the Missouri Revised Statute Chapter 167 Section 167.627.1, abbreviated, and the Liberty Public Schools Board Policy for Administration of Medication to Students (JHCD).

Signature of Parent or Legal Guardian: \_\_\_\_\_

Printed Name of Parent or Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

\*Parent signature required yearly on Annual Authorization Form and Medication Authorization Form.

Student has demonstrated proper use to the school nurse. \_\_\_\_\_

(School Nurse Signature)

Updated February, 2026

## Asthma Student Skills Checklist

### Metered Dose Inhaler (MDI) Skills Checklist: With or without a chamber

1. Remove the cap to expose the mouthpiece. Shake the inhaler gently back and forth.
2. Exhale fully to empty the air from your lungs.
3. Place the inhaler/spacer up to your mouth and seal your lips around the mouthpiece.
4. Press down on the medication as you start breathing in for 3-5 seconds.
5. Fill your lungs with the medication and hold your breath for 10 seconds, then slowly breathe out.
6. Wait one minute between puffs. Repeat steps 1-5 for each prescribed puff.
7. Avoid exposing the MDI to extreme temperatures. Follow the manufacturer's guidelines for care of the device.

\_\_\_\_\_ Requires Supervision \_\_\_\_\_ Performs Independently

### RespiClick:

1. Make sure the red ProAir RespiClick cap is closed before you begin using your inhaler.
2. Hold the inhaler upright and open the red ProAir RespiClick cap fully. When you open the cap, a dose of ProAir RespiClick will be activated for delivery of the medicine.
3. You will hear a "click" sound when the cap is opened fully. If you do not hear the "click" sound, the inhaler may not be activated to give you a dose of medicine.
4. Breathe out fully (in preparation to breathe in medication). Do not exhale into the inhaler mouthpiece.
5. Put the mouthpiece in your mouth and close your lips around it. Do not block the mouthpiece with your teeth or tongue. Do not block the vent above the mouthpiece with your lips or fingers.
6. Breathe in quickly and deeply through your mouth.
7. Remove the inhaler from your mouth.
8. Hold your breath for 10 seconds or as long as you comfortably can, and then breathe out.
9. If your doctor has prescribed more than one dose, wait 30 seconds and repeat the above.
10. Always close the cap after each inhalation so your inhaler will be ready for you to take the next dose. Do not open the cap unless you are ready for your next dose. If you need another dose, close the cap, wait 30 seconds, and then repeat the steps above.

\_\_\_\_\_ Requires Supervision \_\_\_\_\_ Performs Independently

### Nebulizer Skills Checklist:

1. Place the medication in the nebulizer cup.
2. Place the air compressor on a hard surface and turn it on. Look to see that mist is coming out.
3. If you use a mask, place the mask on your face, covering both your nose and mouth. If you use a mouthpiece, put your lips around the end of it.
4. Take slow, deep breaths until no mist comes from the mouthpiece.
5. Tap the cup to produce a little more mist.
6. Follow the manufacturer's guidelines for care of the device.

\_\_\_\_\_ Requires Supervision \_\_\_\_\_ Performs Independently

Nurse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Missouri Revised Statutes -August 28, 2016 Chapter 167: Pupils and Special Services: Section 167.627.1 Possession and self-administration of medication in school--requirements.**

167.627. 1. For purposes of this section, the following terms shall mean:

- (1) "**Medication**", any medicine prescribed or ordered by a physician for the treatment of asthma or anaphylaxis, including, without limitation, inhaled bronchodilators and auto-injectable epinephrine;
- (2) "**Self-administration**", a pupil's discretionary use of medication prescribed by a physician or under a written treatment plan from a physician.

2. Each board of education and its employees and agents in this state shall grant any pupil in the school authorization for the possession and self-administration of medication to treat such pupil's chronic health condition, including but not limited to asthma or anaphylaxis, if:

- (1) A licensed physician prescribed or ordered such medication for use by the pupil and instructed such pupil in the correct and responsible use of such medication;
- (2) The pupil has demonstrated to the pupil's licensed physician or the licensed physician's designee, and the school nurse, if available, the skill level necessary to use the medication and any device necessary to administer such medication prescribed or ordered;
- (3) The pupil's physician has approved and signed a written treatment plan for managing the pupil's chronic health condition, including asthma or anaphylaxis episodes, and for medication for use by the pupil. Such a plan shall include a statement that the pupil is capable of self-administering the medication under the treatment plan;
- (4) The pupil's parent or guardian has completed and submitted to the school any written documentation required by the school, including the treatment plan required under subdivision (3) of this subsection and the liability statement required under subdivision (5) of this subsection; and
- (5) The pupil's parent or guardian has signed a statement acknowledging that the school district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil or the administration of such medication by school staff. Such statement shall not be construed to release the school district and its employees or agents from liability for negligence.

3. An authorization granted under subsection 2 of this section shall:

- (1) Permit such pupil to possess and self-administer such pupil's medication while in school, at a school-sponsored activity, and in transit to or from school or school-sponsored activity; and
- (2) Be effective only for the same school and school year for which it is granted. Such authorization shall be renewed by the pupil's parent or guardian each subsequent school year in accordance with this section.

4. Any current duplicate prescription medication, if provided by a pupil's parent or guardian or by the school, shall be kept at a pupil's school in a location at which the pupil or school staff has immediate access in the event of an asthma or anaphylaxis emergency.

5. The information described in subdivisions (3) and (4) of subsection 2 of this section shall be kept on file at the pupil's school in a location easily accessible in the event of an emergency.