

Notice to parents of students with asthma or allergies with prescription for inhaler:

This notice relates to students with asthma or allergies requiring inhaler usage and preparation for school purposes.

Sacred Heart School policy and procedure for student medications at school are in accordance with Washington State code. In WA State, all medications require written authorization by **both** the child's physician and a parent. There is no distinction made between prescription medications and over the counter medications. The Archdiocese of Seattle **Authorization for Medication** form is required for all medications and is available on the school website.

On your child's school registration, you indicated an inhaler had been prescribed for a diagnosis of allergies and/or asthma. If your child may need to have an inhaler available for use during school or ESS hours, here is a summary of the action steps you must complete to have any medications administered:

- Submission of the "Authorization for Medication form" be completed in its entirety and signed off by **both** your child's physician and a parent. If the forms are incomplete, then there will be a delay in being able to put them into action until all information is provided. (Authorizations may not exceed the dates of the current school year).
- Parents are responsible for submitting the completed required form and providing all medications & supplies to the health room. If needed, please provide Aero Chamber.
- The physician may provide additional documentation on the diagnosis, if necessary.
- All prescription medications must be provided with a current prescription label attached.
- For all prescription medications, please check the expiration date on the actual inhaler, not merely the attached prescription label. The prescription label typically automatically reads discard one year from the date the medication was dispensed. The actual inhaler has its own expiration date posted on bottom of box.
- For any over the counter medications (OTC), all medications must be provided in the original container. Please write your child's name on the box or bottle. Check to confirm expiration date.

The options for the administration of inhalers are based on the individualized needs of the child:

- **School Staff Only:** All student inhalers are kept locked in the health room and are only administered by the staff health room coordinator or in her absence by a member of the front office administration staff. At parents' discretion, an additional inhaler may be provided to keep by the teacher in the classroom.
- **Self-Carry and Administration by student only:** On the Authorization for Medication form, if both the child's physician and parent indicates "yes" the child may carry the inhaler then the child is solely responsible for inhaler use. This makes the child responsible for bringing inhaler to school, carrying and self-administering inhaler, as needed. Usage is independent and does not require supervision or monitoring by staff. Staff will be notified of students permitted to self-carry and self-administer inhaler.
- **Parent:** Not all children require medications to be available at school. In this case, a parent may prefer or choose to come to school with inhaler to administer the inhaler to child as needed. In this case, no Authorization for Medication form is submitted since no medication in on school site and parent will bring and administer medication, if needed.

Once "Authorization for Medication Form" is completed by **both** the child's physician and a parent-then it is time to get it to me. Once I receive the required paperwork and medications, I will review everything and contact you if I have any questions.

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HEALTH ROOM COORDINATOR

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