

EAST ELEMENTARY
1035 Washington Ave.
Alton, IL 62002

May 1 , 2023

Dear Parent or Guardian:

If your child is taking medication at school during the school year, a new "Medication Authorization" form **MUST** be completed each school year. You need to bring the new form to the school your child will attend next year with the medication before it can be administered. Enclosed for your convenience are copies of the policy and consent form to be signed by you and the doctor. Return the form and the medication at the beginning of the 2023-2024 school year. If your child has an emergency medication, please take all paperwork including medication authorization forms, action plans, emergency plans, and fill out with the physician.

The medication that your child has at school currently needs to be taken home over the summer. An adult may pick it up from the school office on or before May 22, 2023. If it is left at school, it will be destroyed. If your child attends summer school, it will be your responsibility to make contact with the summer school nurse and bring the medication to summer school as well. The medication form that you currently have for this school year will be accepted for summer school.

If you have any questions or need assistance, please contact the school at 463-2130.

It has been my pleasure to assist your student with his/her healthcare needs this school year.

Have a happy and safe summer break,

Amy Hogue, RN
School Nurse

To be filed at the student's school building

Student's Name: DOB:

Address:

Home Phone: Emergency Phone:

School: Grade: Teacher:

To be completed by the student's physician:

Name of Medication: Dosage: Frequency:

Time to be given at school: Date of prescription: Date of order: Discontinuation date:

Diagnosis requiring medication: Intended effect of medication:

Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition: Yes: ☐ No: ☐ Expected side effects, if any:

☐ The medication above is to be self-administered. I certify that the student named above has been instructed in the use and self-administration of the above named medication and the child can fulfill the requirements of the procedure.

☐ The above student may carry the prescribed medication and / or inhaler.

Other medications student is receiving:

Physician's Signature: Date: Physician's Name: (please print)

Physician's address: Phone: Emergency Phone:

I confirm that I am primarily responsible for the administering of medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize Alton Community Unit School District #11 and its employee's and agents, in my behalf and stead, to administer or to attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employee's and agents of the School District) lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse, and specifically consent to such practices. The School Nurse caring for my child may communicate with the prescribed physician regarding medications or health issues relating to this medication. I further acknowledge and agree that, when the lawfully prescribed medication is so administered or attempted to be administered, I waive any claims I might have against the School District, its employee's and agents arising out of the administration of said medication. In addition, I agree to hold harmless and indemnify the School District, its employee's and agents, either jointly or separately, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.

☐ If your child has asthma, I understand, in accordance with the new Asthma Action Plan Law, an Asthma Action Plan MUST be provided to the school for all student's with Asthma. Please request an Asthma Action Plan from your doctor. The inhaler should be brought to school with the Asthma Action Plan and the medication authorization form and given to the nurse for review.

Parent(s) / Guardian (s) Name (Please Print)

Parent(s) / Guardian(s) Signature

Date

Alton Community Unit School District #11
Alton, Illinois

Date _____

Dear Parent(s)

Alton Community Unit School District No 11 guidelines for the administration of medication include the following requirements:

1. No non-prescription medication will be administered at school.
2. ONLY MEDICATION THAT IS ABSOLUTELY NECESSARY FOR THE CRITICAL HEALTH AND WELL BEING OF THE STUDENT WILL BE ADMINISTERED AT SCHOOL.
3. The school nurse must receive a written statement from the student's physician stating that the medication is absolutely necessary for the critical health and well being of the student.
4. The student's physician must also provide the school nurse a written order detailing:
 - a. the necessity for the medication during the day,
 - b. the type of disease or illness involved,
 - c. the benefits of the medication,
 - d. the side effects,
 - e. the name of the drug, dosage, and the time interval in which the medication is to be taken,
 - f. and an emergency number where he/she can be reached.
5. A NEW "MEDICATION AUTHORIZATION" FORM MUST BE SUBMITTED EACH SCHOOL YEAR. WE WILL NOT ACCEPT COPIES OF FORMS FROM PRIOR YEARS. ANY CHANGE IN MEDICATION OR DOSAGE WILL ALSO REQUIRE A NEW FORM.
6. All approved medication must meet the above requirements. Such approved medication must be brought in a container appropriately labeled by the physician or pharmacist. The parent or guardian must bring the medicine to school to avoid unsupervised transportation.
7. Parents are to use the School Medication Authorization Form (MN-24) for school administration of medication and the parent/guardian signature is required.
8. Students known to be allergic to "BEE" or other insect stings that may require emergency administration of medication and/or transportation to the hospital should have the Injectable Medication Authorization Form (MN-24c) completed and on file. You may get MN-24c from the school nurse or school principal.

Sincerely,



Student Health Services Director