

THE SCHOOL DISTRICT OF PHILADELPHIA
SCHOOL HEALTH SERVICES
REQUEST FOR ADMINISTRATION OF SEIZURE MEDICATION

(PLEASE SEE MESSAGE TO PHYSICIAN AND PARENT ON BACK OF FORM)			<p>I authorize licensed school personnel to administer the indicated medication as prescribed by my child's health care provider, whose signature appears on this form</p> <p>My child may self-administer medication/equipment as determined appropriate by the school nurse.</p> <p>I authorize the school nurse to communicate with my child's health care provider, and my health care provider to reply, as needed regarding this medication and/or my child's response.</p>					
PHYSICIAN, PLEASE NOTE: Fill in all of the spaces. Missing information will cause the form to be returned to you. This will cause a delay in your patient receiving medication/ treatment. A separate request is needed for each medication.								
NAME OF PATIENT/STUDENT	ADDRESS/ZIP	ROOM/BOOK NO.						
DATE OF BIRTH	SCHOOL	PID						
DIAGNOSIS:								
REASON MEDICATION MUST BE GIVEN IN SCHOOL:								
NAME OF MEDICATION:		DOSE:						
TIME(S) TO BE GIVEN IN SCHOOL:	TOTAL DOSAGE PER 24 HRS:							
DATE BEGIN:	DATE END:							
INSTRUCTION FOR ADMINISTRATION/UTILIZATION:								
CONTRAINDICATIONS:								
SIDE EFFECTS: _____								
TREATMENT OF SIDE EFFECTS/ACTION TO BE TAKEN: _____								
RESTRICTION ON ACTIVITY:	YES <input type="checkbox"/>	NO <input type="checkbox"/>						
IF YES, DESCRIBE: _____								
IS STUDENT TAKING ANY OTHER MEDICATION?	YES <input type="checkbox"/>	NO <input type="checkbox"/>						
IF YES, NAME OF MEDICATIONS: _____								
PRINT NAME OF HEALTH CARE PROVIDER/CREDENTIALS	TELEPHONE							
ADDRESS	EMERGENCY NUMBER							
SIGNATURE OF HEALTH CARE PROVIDER	DATE SIGNED							
<table border="1" style="margin: auto; padding: 10px;"> <tr> <td colspan="2" style="text-align: center;">In accordance with school district procedure:</td> </tr> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> I have assessed the student and s/he has demonstrated competency to self-administer medications. </td> <td style="vertical-align: top;"> <p style="text-align: center;">YES ___ NO ___</p> </td> </tr> <tr> <td colspan="2" style="vertical-align: top;"> <ul style="list-style-type: none"> The administration of this medication was approved on: <p>_____</p> </td> </tr> </table>			In accordance with school district procedure:		<ul style="list-style-type: none"> I have assessed the student and s/he has demonstrated competency to self-administer medications. 	<p style="text-align: center;">YES ___ NO ___</p>	<ul style="list-style-type: none"> The administration of this medication was approved on: <p>_____</p>	
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Basic Seizure First Aid:

- ✓ Stay calm & track time
- ✓ Keep child safe
- ✓ Do not restrain
- ✓ Do not put anything in mouth
- ✓ Notify Certified School Nurse
- ✓ Stay with child until fully conscious

For tonic-clonic (grand mal) seizure:

- ✓ Protect head
- ✓ Keep airway open/watch breathing
- ✓ Turn child on side

**A Seizure is generally considered an
Emergency when:**

- ✓ A convulsive (tonic-clonic) seizure lasts longer than 5 minutes
- ✓ Student has repeated seizures without regaining consciousness
- ✓ Student has a first time seizure
- ✓ Student is injured or has diabetes
- ✓ Student has breathing difficulties
- ✓ Student has a seizure in water

TO THE PHYSICIAN:

Your patient has requested that medication be administered in school. Ideally, the administration of medication should take place at home. However, for students who require medication during the school day in order to function in the classroom, School District Policy does permit licensed school staff to administer medication. In some cases, students may self-administer their medication.

IF YOUR PATIENT'S MEDICATION CANNOT BE ALTERED SO THAT ALL ARE RECEIVED AT HOME, PLEASE COMPLETE THE REQUEST ON THE REVERSE SIDE. A SEPARATE REQUEST IS REQUIRED FOR EACH MEDICATION OR TREATMENT.

Please fill in all of the spaces. Missing information will cause the form to be returned to you. This will cause a delay in your patient receiving medication/treatment.

Thank you.

School Health Services

DEAR PARENT/GUARDIAN:

Some children need the administration of medication in order to function in the classroom. Ideally, this should take place at home. If your child's medication schedule cannot be altered and administered at home, you can request the medication to be given in school by seeing the school nurse.

Once the School Nurse has approved the request, you will be required to bring the medication to school properly labeled and packaged by a Registered Pharmacist. The medication bottle must have Saf-T-Closure Cap and the label must include:

- Patient Name
- Pharmacy Name
- Pharmacy Address and Phone#
- Prescription Number
- Prescription Date (current)
- Name of medication, dosage form, expiration date (if relevant)
- Instructions for administration
- Name of prescribing health care provider

This procedure must be repeated each school year and/or each time there is a change in dosage.

Parents/guardians must pick up unused or expired medication in person, or send an authorized responsible adult with a note from you. Unused medication which is not picked up within 10 days, or by the last day of school, will be destroyed/discarded.

If you have any questions on this procedure, please contact the school nurse.