Student Emergency/Medical Information Card

Parent returns completed Student Emergency/Medical Information Card to Teacher.

Teacher reviews Student Emergency/Medical Information Card. Is card complete on both sides and signed by parent/Guardian?

- No
- Yes

Copy of Student Emergency/Medical Information Card sent home to parents/guardian

Parent/Guardian returns completed Student Emergency/Medical Information Card to Teacher.

All data from Student Emergency/Medical Information Card entered into SIS system by School Secretary.

Does child have a medical condition?

- No
- Yes

Student Emergency/Medical Information Card is filed by School secretary

Go to top of next column

Student With A Medical Condition

School Secretary sends home to Parent/Guardian:
- Emergency Care Plan/s
- Medication Administration Form
- Cover letter in Parents/Guardians Language and English

Does child need emergency care and/or medication at school?

- No
- Yes

Parent indicates no service needed on cover letter and returns signed letter to School Secretary.

Parent/Guardian brings to school:
- Completed Emergency Care Plan and Medication Administration Form
- Medication in pharmacy labeled container
- Delivery/monitoring device (if necessary)

School Secretary files letter in students CUM record and records information in SIS.

School Secretary reviews Emergency Care Plan and Medication Administration Form. Are both forms Complete?

- No
- Yes

Emergency Care Plan and/or Medication Administration Form returned to parent/guardian (and/or) faxed to Health Care Provider to be completed. Copy filed in CUM.

Over

SFUSD Flow Chart for the review of Student Emergency/Medical Information Card, and Emergency Care Plans, Available @  http://www.healthiersf.org/Forms/index.html

SFUSD Student Support Services  B-13  2009-10 School Health Manual
Completed Emergency Care Plan / Medication Administration Form

Can Emergency Care Plan and/or Medication Administration Form be implemented without assistance?

No

School Secretary faxes Emergency Care Plan and Medication Administration Forms to School Health Programs Department, Attention Nurse of the Day Fax 242-2618 Phone 242-2615

Nurse of the Day reviews Emergency Care Plan and Medication Administration Forms. The Parent/Guardian and Health Care Provider are contacted for clarification.

Nurse of the Day returns clarified Emergency Care Plan and Medication Administration Forms to the School Secretary.

Yes

Emergency Care Plan and Medication Administration Form information entered into SIS by School Secretary.

Emergency Care Plan and/or Medication Administration Form filed alphabetically in Binder by School Secretary.

Medication log created and filed in Binder with Medication Administration Form.

School Secretary stores medication following Medication Administration Protocol and completes location of medication storage on Emergency Care Plan.

School Secretary forwards copy of Emergency Care Plan to “those who need to know”:
  - Teacher
  - PE teacher
  - Yard Duty supervisor
  - Substitute teacher

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SFUSD Student Support Services B-14 2009-10 School Health Manual