



San Francisco Unified School District
Student, Family, and Community Support Department
1515 Quintara Street
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STUDENT EMERGENCY/MEDICAL INFORMATION CARD PROCESSING PROCEDURE

1. **All school sites must use the new Student Emergency/Medical Information Card (available in English, Spanish, and Chinese) (revised 7/2014).**
2. All students must have a current emergency card on file. If a student does not have a current emergency card on file, send another card home.
3. A designated site employee will review cards and enter any new information into the Synergy database (refer to Synergy Health Module instructions).
4. Once data is entered into Synergy, the Administrator designee generates a Synergy report of all students with a medical condition.
5. If the student has a medical condition, the site will send the following documents to the parent/guardian:
 - Cover letter to parent/guardian
 - Medication Administration Form
 - Emergency Care Plan (specific to condition indicated or generic)

(Tip: Create a log to document when forms are sent to parent/guardian and what follow-up efforts are made by the school.)

6. The forms should be returned to the school site. If the information is clear, the site should begin implementation (go to Step 9 of this procedure).
7. If further direction or clarification of the information is needed, call the Nurse of the Day @ 415-242-2615 for consultation.
8. To implement an emergency care plan or other care instructions, notify appropriate school site personnel of the medical condition/medication requirement and the emergency care plan.

The School Health Manual has information about standard medical response to common chronic health conditions and medication administration (note: reading the information in the School Health Manual or viewing instructional videos in and of themselves does not constitute a “training”). If training or further resources are needed, please consult your site-assigned School District Nurse or call the Nurse of the Day @ 415-242-2615.

9. **School sites must complete the above procedures by October 1 of each school year.**

**PLEASE BE ADVISED THAT VOLUNTEER WORKERS MAY NOT ASSIST IN THIS
PROCESS due to Confidentiality.**