

Emergency Contact Form

PLEASE FILL OUT ONE FORM PER FAMILY (INCLUDE ALL ENROLLED CHILDREN)

Child's Full Name (First, Middle, Last) _____ Birth Date ___/___/_____

Child's Full Name (First, Middle, Last) _____ Birth Date ___/___/_____

Child's Full Name (First, Middle, Last) _____ Birth Date ___/___/_____

Child's Full Name (First, Middle, Last) _____ Birth Date ___/___/_____

Child(ren)'s Home Address: _____
Street/Apt. #
City
State
Zip Code

Parent/Guardian Name(s):	Relationship:	Phone Numbers:		
		Work: _____	Cell: _____	Home: _____
		Work: _____	Cell: _____	Home: _____
		Work: _____	Cell: _____	Home: _____
		Work: _____	Cell: _____	Home: _____

Name of person(s) (other than parents) authorized to pick up child(ren) or who can be contacted in case of emergency:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Child's Physician: _____ Phone: _____

Address: _____
Street/Apt. #
City
State
Zip Code

In an EMERGENCY requiring immediate medical attention, your child will be taken to the NEAREST HOSPITAL EMERGENCY ROOM. Your signature authorizes Grace Classical Academy and its representatives to transport your child and give consent to obtain emergency medical treatment in case of any illness or injury in connection with a school activity or school trip. Such treatment will be administered by physicians, other medical personnel, hospitals, and/or clinics selected by Grace Classical Academy or its representatives.

Signature of Parent/Guardian _____ Date ___/___/_____

Field Trip Policies and Car Seat Form

- Chapel uniforms are required for all field trips.
- Students must be accompanied by an adult/chaperone at all times while on a field trip.
- Students must respectfully obey all teachers/parents/chaperones/tour guides.
- Students under 13 years of age should be seated in back seats and use the required car seat/booster seat and seatbelts as required by Maryland law.
- Electronics are NOT permitted on field trips; including cell phones, iPods, tablets, hand-held games, and in-car DVD players. Parents are asked not to show movies while traveling to and from field trips as parental standards differ.
- Parents must provide medication from home for children needing medication during a field trip. Medication already in the office cannot travel on field trips. If a student requires medication during the field trip, a parent must attend unless an adult with medication administration training is able to go on the trip.

PLEASE FILL OUT, SIGN AND RETURN THIS FORM TO THE SCHOOL OFFICE

We have read and will support all GCA field trip policies:

(Signature) father / guardian

(date)

(Signature) mother / guardian

(date)

Student Car Seat Information

The following child(ren) **is/are required** to be in a car or booster seat and parents will be responsible for sending one to school for field trips if not driving. (The seats may be dropped off to the student’s classroom the morning of the trip.)

Student(s) Name(s) _____

Age(s) & Grade(s) _____



Driver Insurance Form - Field Trips and Athletics

Name of Family: _____

Please check here if you are **ARE** available to drive for field trips or school events and sign below to attest that the below information is true (all information will be kept confidential).

(signature) father / guardian

(date)

(signature) mother / guardian

(date)

Please check here if you **ARE NOT** available to drive for field trips or athletic events.

*Please note - parents are responsible for arranging transportation for their children to and from athletic practices and games.

*This form must be completed in full for you to be able to drive other students for field trips and school events. Our insurance company requires this information to be on file for all drivers.

(Father's info)

(Mother's info)

	(Father's info)	(Mother's info)
Parent / Guardian Name		
Driver's License Number		
Vehicle License Plate Number		
Vehicle Make & Model		
Name of Insurance Provider		

(Check One)

Policy Number: _____ Is the policy current? ___ YES / ___ NO

Have you ever committed or been charged with any criminal offenses? ___ YES / ___ NO

*If yes, please explain:

Have you ever had a problem with substance abuse or alcohol abuse? ___ YES / ___ NO

*If yes, please explain:

In the past 12 months have you received a citation for any moving violations? ___ YES / ___ NO

*If yes, please explain:

In the past 12 months have you been the driver of a vehicle that has been in an accident? ___ YES / ___ NO

*If yes, please explain:

Parent Volunteer Form

Family Last Name: _____
 [As per enrollment contracts, all families are required to volunteer for a parent job.]

1. If applicable, please describe how your family met their volunteer obligation for 2019 - 2020.

2. Please write a 1, 2 or 3 beside your preferred volunteer job in the blanks below. (Choose three)

_____ **Lunch/Recess Duty** (Need 1 volunteer every day for every grade 1– 6 from 12 - 1:00 p.m. Times may be staggered.)

To limit exposure to our students, we may ask parents to volunteer for outside recess duty only.

**Lunch/Recess Duty is our greatest need; please consider volunteering for this job.*

Please check your preferred day: ___M ___T ___W ___Th ___F

_____ **Carpool Recorder** (Needed from 3:15 - 3:30 p.m. We need 1 volunteer per day)

Please check your preferred day: ___M ___T ___W ___Th ___F

_____ **Classroom Parent** (classroom parties, field trips, communication, etc.; Need 1 or 2 per grade.)

Choose grade: ___PK-3 ___PK-4 ___K ___1st ___2nd ___3rd ___4th ___5th ___6th ___7th ___8th ___9th ___12th

_____ **Special Lunch Helpers** – (Need 1 volunteers M-Th from 12:15-12:45) to distribute school lunches.)

Please check your preferred day: ___M ___T ___W ___Th ___F

_____ **Return Lunch Delivery Bags** (Pick up hot bags from school lobby either after lunch or after school and return them to Season's Pizza in Festival at Belair. 1 volunteer needed for Wed.)

_____ **Open House Volunteer** (Weekday mornings, weekday evenings or Saturday mornings)

_____ **Special Event Volunteer** (Help with setting up and/or cleaning up after events such as Science Fair, Drama, Logic/Rhetoric Expo Upper School Dances, Art Show, Field Day, Graduation, etc. Time commitment – 30 minutes before and after the event.)

_____ **Art Program Helper** (Help to mount artwork for the Art Program (in the weeks leading up to the program as well as the week before to mount and hang art projects on walls)

_____ **Book Cover Helper** (Help to cover textbooks with contact paper.)

_____ **Facilities Volunteer** (Help with small projects at school requiring tools, etc.)

_____ **Landscape Volunteer** (Help maintain flower beds and outdoor areas.)

_____ **Used Uniform Organizer** (1 time each month, flexible schedule, keep orderly and sort as needed.)

_____ **Sanitizing Support Helper** (Help wipes desks in classrooms, etc., after school.)

3. In addition to the above, please let us know if you would be interested in serving on a committee.

Please check your choice(s): ___Athletic Teams (coaching) ___Yearbook ___Booster Club

___New Family Welcome ___Marketing ___Food Prep for Special Events, PTF

Grace Classical Academy School Health and Medication Policy

For the safety of our students Grace Classical Academy requires the following:

A current copy of each student's **Immunization Record** (must be current/updated with each new vaccine). The school can provide a copy of this form or you may request it from your child's physician. Harford County Health Department makes regular audits to be sure all students are in compliance. If your child receives any new immunizations please provide the school with an updated copy.

Record of **Physical Examination/Health Assessment** (each student must have one on file). This is a two part form; Part 1 is to be filled out by the parent/legal guardian and Part 2 is to be filled out and signed by the student's physician.

Any medication that a student may need during the school year, whether prescription or over the counter (ie: Tylenol, Advil, allergy medication, eye drops, cough/cold medication, itch/rash cream, etc.) must be brought to the school office by the parent to be signed for. (Medication may not be sent with the student.) Over the counter medication must be in the original packaging marked with the student's name and grade on the package. Prescription medications must be in the original pharmacy issued container labeled with the student's name and dosage printed on it. **ALL medications above MUST be accompanied by the Maryland State School Medication Administration Authorization Form** (provided by the school or your child's physician). We are not permitted to dispense any medication to your child without the completed form. If you think your child will be in need of any sort of over the counter medications throughout the school year, it's best to ask their physician at their annual check-up to fill out the forms for you and send them to school with those medications in the beginning of the school year so they will be on hand for your student, as we are not permitted to dispense any medication without the authorization form and your provided medication. Please do not combine medications on the form, fill out one form per medication. All medications are kept safely locked in the school office as per the regulations set forth by the Maryland State Health Department.

*Cough drops and suntan lotion are the only exception to over the counter medications, but we do require a note from the parent to be sent in along with the cough drops/lotion in their original package marked with your student's name and grade. Students are not permitted to share suntan lotion due to allergies.

Epi- Pens and Inhalers:

Any student that requires an epi-pen or an asthma inhaler is required by the Maryland State Health Department to submit their "Allergy Action Plan" (epi-pens)/ "Asthma Action Plan"(inhalers) from their child's doctor in addition to the **Medication Administration Authorization Form**. We are not permitted to dispense either of the above without the Action Plan Form. If a student is to self-carry an epi pen or inhaler it must be documented by the child's doctor on the form and agreed upon by the school administration that the child is able to responsibly self-carry. If the student dispenses either of the medications above on their own, they must inform the teacher so it can be documented in the school office.

Thank you for your cooperation in complying with the above policies.



Emergency Medical Information Form

If your child takes medication and/or has a medical condition, this form must be completed in case emergency medical treatment is necessary.

Please fill out one form per child (if applicable).

Child's Name: _____ Date of Birth: ____/____/____

Medications currently taken by your child (prescription or over the counter even if taken at home):

Medication Name: _____ For: _____ Dosage: _____ Frequency: _____

Medication Name: _____ For: _____ Dosage: _____ Frequency: _____

Does your child have any allergies? ____ YES ____ NO

If yes, please explain the allergy (medication, food, environmental) _____

An Asthma/Allergy Action Plan Form along with the Medication Administration Authorization Form must be completed by your child's Physician.

Does your child have any other medical conditions of which we need to be aware? ____ YES ____ NO

(1) Signs/symptoms to look for: _____

(2) If signs/symptoms appear, do this: _____

(3) To prevent incidents: _____

Parent Signature: _____ / _____ / _____
Date

**Maryland State Child Care/Nursery School
Asthma Medication Administration Authorization Form
ASTHMA ACTION PLAN for / / to / /**
(not to exceed 12 months)



Triggers (list)

Student's Name: _____ DOB: _____ PEAK FLOW PERSONAL BEST: _____

ASTHMA SEVERITY: Exercise Induced Intermittent Mild Persistent Moderate Persistent Severe Persistent

CHECK SYMPTOMS/INDICATIONS FOR MEDICATION USE

- Breathing is good
 - No cough or wheeze
 - Can work, exercise, play
 - Other: _____
 - Peak flow greater than _____ (80% personal best)
 - Prior to exercise/sports/ physical education
- YELLOW ZONE: Quick Relief Medications — to be added to Green zone medications for symptoms**
- Cough or cold symptoms
 - Wheezing
 - Tight chest or shortness of breath
 - Cough at night
 - Other: _____
 - Peak flow between _____ and _____ (50%-79% personal best)

Medication	Dose	Route	Frequency
(Rescue Medication)			
If using more than twice per week for exercise, notify the health care provider and parent/guardian.			

- Medication is not helping within 15-20 mins
- Breathing is hard and fast
- Nasal flaring or skin retracts between ribs
- Lips or fingernails blue
- Trouble walking or talking
- Other: _____
- Peak flow less than _____ (50% personal best)

Medication	Dose	Route	Frequency
Contact the parent/guardian after calling 911.			

If symptoms do not improve in _____ minutes, notify the health care provider and parent/guardian. If using more than twice per week, notify the health care provider and parent/guardian.

Health Care Provider and Parent Authorization

I authorize the child care provider to administer the above medications as indicated. By signing below, I authorize to self-carry/self-administer medication and authorize the child to self-carry/self-administer the medications indicated during any child care and before/after school programs. Student may self-carry medications:

(School-age children) Yes No

Prescriber signature: _____ Date: _____ Parent / Guardian Signature: _____ Date: _____

Reviewed by Child Care Provider: Name: _____ Signature: _____ Date: _____

**MARYLAND STATE
SCHOOL MEDICATION ADMINISTRATION AUTHORIZATION FORM**

This order is valid only for school year (current) _____ including the summer session.

School: _____

This form must be completed fully in order for schools to administer the required medication. A new medication administration form must be completed at the beginning of each school year, for each medication, and each time there is a change in dosage or time of administration of a medication.

- * Prescription medication must be in a container labeled by the pharmacist or prescriber.
- * Non-prescription medication must be in the original container with the label intact.
- * An adult must bring the medication to the school.
- * The school nurse (RN) will call the prescriber, as allowed by HIPAA, if a question arises about the child and/or the child's medication.

Prescriber's Authorization

Name of Student: _____ Date of Birth: _____ Grade: _____

Condition for which medication is being administered: _____

Medication Name: _____ Dose: _____ Route: _____

Time/frequency of administration: _____ If PRN, frequency: _____

If PRN, for what symptoms: _____

Relevant side effects: None expected Specify: _____

Medication shall be administered from: _____ to _____
Month / Day / Year Month / Day / Year

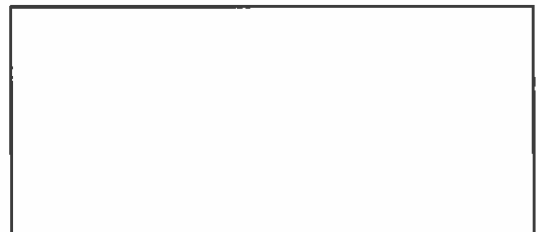
Prescriber's Name/Title: _____

(Type or print)

Telephone: _____ FAX: _____

Address: _____

Prescriber's Signature: _____ Date: _____
(Original signature or signature stamp ONLY)



(Use for Prescriber's Address Stamp)

A verbal order was taken by the school RN (Name): _____ for the above medication on (Date): _____

PARENT/GUARDIAN AUTHORIZATION

I/We request designated school personnel to administer the medication as prescribed by the above prescriber. I/We certify that I/we have legal authority to consent to medical treatment for the student named above, including the administration of medication at school. I/We understand that at the end of the school year, an adult must pick up the medication, otherwise it will be discarded. I/We authorize the school nurse to communicate with the health care provider as allowed by HIPAA.

Parent/Guardian Signature: _____ Date: _____

Home Phone #: _____ Cell Phone #: _____ Work Phone #: _____

SELF CARRY/SELF ADMINISTRATION OF EMERGENCY MEDICATION AUTHORIZATION/APPROVAL

Self carry/self administration of emergency medication may be authorized by the prescriber and must be approved by the school nurse according to the State medication policy.

Prescriber's authorization for self carry/self administration of emergency medication: _____

Signature

Date

School RN approval for self carry/self administration of emergency medication: _____

Signature

Date

Order reviewed by the school RN: _____
Signature Date

**Maryland Schools
Record of
Physical Examination**

To Parents or Guardians:

In order for your child to enter a Maryland Public school for the first time, the following are required:

- ***A physical examination by a physician or certified nurse practitioner must be completed within nine months prior to entering the public school system or within six months after entering the system. A Physical Examination form designated by the Maryland State Department of Education and the Department of Health and Mental Hygiene shall be used to meet this requirement.***
[\(<http://www.dsd.state.md.us/comar/13a/13a.05.05.07.htm>\)](http://www.dsd.state.md.us/comar/13a/13a.05.05.07.htm)
- ***Evidence of complete primary immunizations against certain childhood communicable diseases is required for all students in preschool through the twelfth grade. A Maryland Immunization Certification form for newly enrolling students may be obtained from the local health department or from school personnel. The immunization certification form (DHMH 896) or a printed or a computer generated immunization record form and the required immunizations must be completed before a child may attend school. This form can be found at:***
[\(<http://www.edcp.org/pdf/DHMH896new.pdf>\)](http://www.edcp.org/pdf/DHMH896new.pdf)
- ***Evidence of blood testing is required for all students who reside in a designated at risk area when first entering Pre-kindergarten, Kindergarten, and 1st grade. The blood-lead testing certificate (DHMH 4620) (or another written document signed by a Health Care Practitioner) shall be used to meet this requirement. This form can be found at:***
[\(<http://www.fha.state.md.us/och/pdf/MarylandDHMHBloodLeadTestingCertificateDHMH4620.pdf>\)](http://www.fha.state.md.us/och/pdf/MarylandDHMHBloodLeadTestingCertificateDHMH4620.pdf)

Exemptions from a physical examination and immunizations are permitted if they are contrary to a students' or family's religious beliefs. Students may also be exempted from immunization requirements if a physician/nurse practitioner or health department official certifies that there is a medical reason not to receive a vaccine. Exemptions from Blood-Lead testing is permitted if it is contrary to a families religious beliefs and practices. The Blood- lead certificate must be signed by a Health Care Practitioner stating a questionnaire was done.

The health information on this form will be available only to those health and education personnel who have a legitimate educational interest in your child.

Please complete Part I of this Physical Examination form. Part II must be completed by a physician or nurse practitioner, or a copy of your child's physical examination must be attached to this form.

If your child requires medication to be administered in school, you must have the physician complete a medication administration form for each medication. This form can be obtained at <http://www.marylandpublicschools.org/NR/rdonlyres/8D9E900E-13A9-4700-9AA8-5529C5F4C749/3341/medicationform404.pdf>. If you do not have access to a physician or nurse practitioner or if your child requires a special individualized health procedure, please contact the principal and/or school nurse in your child's school.

Maryland State Department of Health and Mental Hygiene
Records Retention - This form must be retained in the school record until the student is age 21.

Maryland State Department of Education

PART I - HEALTH ASSESSMENT

To be completed by parent or guardian

Student's Name (Last, First, Middle)	Birthdate (Mo. Day Yr.)	Sex (M/F)	Name of School	Grade
Address (Number, Street, City, State, Zip)			Phone No.	
Parent/Guardian Names				
Where do you usually take your child for routine medical care?			Phone No.	
Name		Address		
When was the last time your child had a physical exam? Month		Year		
Where do you usually take your child for dental care?			Phone No.	
Name		Address		
ASSESSMENT OF STUDENT HEALTH				
To the best of your knowledge has your child any problem with the following? Please check				
	Yes	No	Comments	
Allergies (Food, Insects, Drugs, Latex)				
Allergies (Seasonal)				
Asthma or Breathing Problems				
Behavior or Emotional Problems				
Birth Defects				
Bleeding Problems				
Cerebral Palsy				
Dental				
Diabetes				
Ear Problems or Deafness				
Eye or Vision Problems				
Head Injury				
Heart Problems				
Hospitalization (When, Where)				
Lead Poisoning/Exposure				
Learning problems/disabilities				
Limits on Physical Activity				
Meningitis				
Prematurity				
Problem with Bladder				
Problem with Bowels				
Problem with Coughing				
Seizures				
Serious Allergic Reactions				
Sickle Cell Disease				
Speech Problems				
Surgery				
Other				
Does your child take any medication?				
No Yes Name(s) of Medications: _____				
Is your child on any special treatments? (nebulizer, epi-pen, etc.)				
..				
No Yes Treatment _____				
Does your child require any special procedures? (catheterization, etc.)				
No Yes				
Parent/Guardian Signature _____ Date: _____				

PART II - SCHOOL HEALTH ASSESSMENT
To be completed **ONLY** by Physician/Nurse Practitioner

Student's Name (Last, First, Middle)	Birthdate (Mo Day Yr.)	Sex (M/F)	Name of School	Grade
--------------------------------------	---------------------------	--------------	----------------	-------

1. Does the child have a diagnosed medical condition?
No Yes _____

2. Does the child have a health condition which may require EMERGENCY ACTION while he/she is at school? (e.g., seizure, insect sting allergy, asthma, bleeding problem, diabetes, heart problem, or other problem) If yes, please DESCRIBE. Additionally, please "work with your school nurse to develop an emergency plan".
No Yes _____

3. Are there any abnormal findings on evaluation for concern?
Evaluation Findings/CONCERNS

Physical Exam	WNL	ABNL	Area of Concern	Health Area of Concern	YES	NO
Head				Attention Deficit/Hyperactivity		
Eyes				Behavior/Adjustment		
ENT				Development		
Dental				Hearing		
Respiratory				Immunodeficiency		
Cardiac				Lead Exposure/Elevated Lead		
GI				Learning Disabilities/Problems		
GU				Mobility		
Musculoskeletal/orthopedic				Nutrition		
Neurological				Physical Illness/Impairment		
Skin				Psychosocial		
Endocrine				Speech/Language		
Psychosocial				Vision		
				Other		

REMARKS: (Please explain any abnormal findings.)

4. RECORD OF IMMUNIZATIONS – DHMH 896 is required to be completed by a health care provider or a computer generated immunization record must be provided.

5. Is the child on medication? If yes, indicate medication and diagnosis.
No Yes _____
(A medication administration form must be completed for medication administration in school).

6. Should there be any restriction of physical activity in school? If yes, specify nature and duration of restriction.
No Yes _____

7. Screenings	Results	Date Taken
Tuberculin Test		
Blood Pressure		
Height		
Weight		
BMI %tile		
Lead Test	Optional	

PART II - SCHOOL HEALTH ASSESSMENT - continued

To be completed **ONLY** by Physician/Nurse Practitioner

(Child's Name) _____ has had a complete physical examination and has:

- • no evident problem that may affect learning or full school participation
- • problems noted above

Additional Comments:

Physician/Nurse Practitioner (Type or Print)	Phone No.	Physician/Nurse Practitioner Signature	Date

MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE IMMUNIZATION CERTIFICATE

CHILD'S NAME _____
 LAST FIRST MI

SEX: MALE FEMALE BIRTHDATE ____/____/____

COUNTY _____ SCHOOL _____ GRADE _____

PARENT OR GUARDIAN NAME _____ PHONE NO. _____
 ADDRESS _____ CITY _____ ZIP _____

RECORD OF IMMUNIZATIONS (See Notes On Other Side)

Vaccines Type														
Dose #	DTP-DTeP-DT Mo/Day/Yr	Polio Mo/Day/Yr	Hib Mo/Day/Yr	Hep B Mo/Day/Yr	PCV Mo/Day/Yr	Rotavirus Mo/Day/Yr	MCV Mo/Day/Yr	HPV Mo/Day/Yr	Dose #	Hep A Mo/Day/Yr	MMR Mo/Day/Yr	Varicella Mo/Day/Yr	History of Varicella Disease Mo/Yr	
1									1					
2									2					
3										Td Mo/Day/Yr	Tdap Mo/Day/Yr	FLU Mo/Day/Yr	Other Mo/Day/Yr	
4										_____	_____	_____	_____	
5										_____	_____	_____	_____	

To the best of my knowledge, the vaccines listed above were administered as indicated.

Clinic / Office Name
Office Address/ Phone Number

- Signature _____ Title _____ Date _____
(Medical provider, local health department official, school official, or child care provider only)
- Signature _____ Title _____ Date _____
- Signature _____ Title _____ Date _____

Lines 2 and 3 are for certification of vaccines given after the initial signature.

COMPLETE THE APPROPRIATE SECTION BELOW IF THE CHILD IS EXEMPT FROM VACCINATION ON MEDICAL OR RELIGIOUS GROUNDS. ANY VACCINATION(S) THAT HAVE BEEN RECEIVED SHOULD BE ENTERED ABOVE.

MEDICAL CONTRAINDICATION:

Please check the appropriate box to describe the medical contraindication.

This is a: Permanent condition OR Temporary condition until ____/____/____
 Date

The above child has a valid medical contraindication to being vaccinated at this time. Please indicate which vaccine(s) and the reason for the contraindication, _____

Signed: _____ Date _____
 Medical Provider / LHD Official

RELIGIOUS OBJECTION:

I am the parent/guardian of the child identified above. Because of my bona fide religious beliefs and practices, I object to any vaccine(s) being given to my child. This exemption does not apply during an emergency or epidemic of disease.

Signed: _____ Date: _____

How To Use This Form

The medical provider that gave the vaccinations may record the dates (using month/day/year) directly on this form (check marks are not acceptable) and certify them by signing the signature section. Combination vaccines should be listed individually, by each component of the vaccine. A different medical provider, local health department official, school official, or child care provider may transcribe onto this form and certify vaccination dates from any other record which has the authentication of a medical provider, health department, school, or child care service.

Only a medical provider, local health department official, school official, or child care provider may sign 'Record of Immunization' section of this form. This form may not be altered, changed, or modified in any way.

Notes:

1. When immunization records have been lost or destroyed, vaccination dates may be reconstructed for all vaccines except varicella, measles, mumps, or rubella.
2. Reconstructed dates for all vaccines must be reviewed and approved by a medical provider or local health department no later than 20 calendar days following the date the student was temporarily admitted or retained.
3. Blood test results are NOT acceptable evidence of immunity against diphtheria, tetanus, or pertussis (DTP/DTaP/Tdap/DT/Td).
4. Blood test verification of immunity is acceptable in lieu of polio, measles, mumps, rubella, hepatitis B, or varicella vaccination dates, but revaccination may be more expedient.
5. History of disease is NOT acceptable in lieu of any of the required immunizations, except varicella.

Immunization Requirements

The following excerpt from the DHMH Code of Maryland Regulations (COMAR) 10.06.04.03 applies to schools:

"A preschool or school principal or other person in charge of a preschool or school, public or private, may not knowingly admit a student to or retain a student in a:

- (1) Preschool program unless the student's parent or guardian has furnished evidence of age appropriate immunity against Haemophilus influenzae, type b, and pneumococcal disease;
- (2) Preschool program or kindergarten through the second grade of school unless the student's parent or guardian has furnished evidence of age-appropriate immunity against pertussis; and
- (3) Preschool program or kindergarten through the 12th grade unless the student's parent or guardian has furnished evidence of age-appropriate immunity against: (a) Tetanus; (b) Diphtheria; (c) Poliomyelitis; (d) Measles (rubeola); (e) Mumps; (f) Rubella; (g) Hepatitis B; (h) Varicella; (i) Meningitis; and (j) Tetanus-diphtheria-acellular pertussis acquired through a Tetanus-diphtheria-acellular pertussis (Tdap) vaccine."

Please refer to the "Minimum Vaccine Requirements for Children Enrolled in Pre-school Programs and in Schools" to determine age-appropriate immunity for preschool through grade 12 enrollees. The minimum vaccine requirements and DHMH COMAR 10.06.04.03 are available at www.dhmh.maryland.gov. (Choose Immunization in the A-Z Index)

Age-appropriate immunization requirements for licensed childcare centers and family day care homes are based on the Department of Human Resources COMAR 13A.15.03.02 and COMAR 13A.16.03.04 G & H and the "Age-Appropriate Immunizations Requirements for Children Enrolled in Child Care Programs" guideline chart are available at www.dhmh.maryland.gov. (Choose Immunization in the A-Z Index)

Allergy Action Plan
 Must be accompanied by a Medication Authorization Form (OCC 1216)



CHILD'S NAME: _____ Date of Birth: _____

ALLERGY TO: _____

Is the child Asthmatic? No Yes (If Yes = Higher Risk for Severe Reaction)

TREATMENT

Symptoms: The child has ingested a food allergen or exposed to an allergy trigger:	Give this Medication	
	Epinephrine	Antihistamine
But is <i>not</i> exhibiting or complaining of any symptoms		
Mouth: itching, tingling, swelling of lips, tongue or mouth ("mouth feels funny")		
Skin: hives, itchy rash, swelling of the face or extremities		
Gut: nausea, abdominal cramps, vomiting, diarrhea		
Throat*: difficulty swallowing ("choking feeling"), hoarseness, hacking cough		
Lung*: shortness of breath, repetitive coughing, wheezing		
Heart*: weak or fast pulse, low blood pressure, fainting, pale, blueness		
Other:		
If reaction is progressing (several of the above areas affected)		

*Potentially life-threatening. The severity of symptoms can quickly change.
 *IMPORTANT: Asthma inhalers and/or antihistamines cannot be depended on to replace epinephrine in anaphylaxis

Medication	Dose:
Epinephrine:	
Antihistamine:	
Other:	

 Doctor's Signature Date

EMERGENCY CALLS

1) Call 911 (or Rescue Squad) whenever Epinephrine has been administered. 2) Call the parent. State that an allergic reaction has been treated and additional epinephrine may be needed. 3) Stay with the child.

Doctor's Name: _____ Phone Number: _____

Contact(s)	Name/Relationship	Phone Number(s)	
		Daytime Number	Cell
Parent/Guardian 1			
Parent/Guardian 2			
Emergency 1			
Emergency 2			

***EVEN IF A PARENT/GUARDIAN CANNOT BE REACHED, DO NOT HESITATE TO MEDICATE AND CALL 911.**

Health Care Provider and Parent Authorization for Self/Carry Self Administration
 I authorize the child care provider to administer the above medications as indicated. Students may self carry/self administer [school-aged only] yes No

 Parent/Guardian's Signature Date

Allergy Action Plan (Continued)

Must be accompanied by a Medication Authorization Form (OCC 1216)



CHILD'S NAME: _____ Date of Birth: _____

ALLERGY TO: _____

Is the child Asthmatic? No Yes (If Yes = Higher Risk for Severe Reaction)

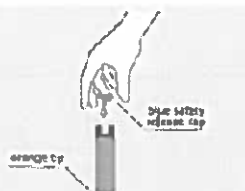
The Child Care Facility will:

- Reduce exposure to allergen(s) by: (no sharing food, _____)
- Ensure proper hand washing procedures are followed. _____
- Observe and monitor child for any signs of allergic reaction(s). _____
- Ensure that medication is immediately available to administer in case of an allergic reaction (in the classroom, playground, field trips, etc.) _____
- Ensure that a person trained in Medication Administration accompanies child on any off-site activity. _____
- _____

EPIPEN[®]

EpiPen[®] Auto-Injector (0.1 mg/0.5 mL)

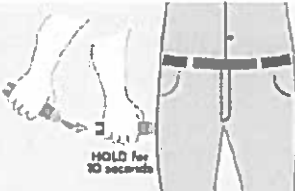
userguide



blue safety release cap
orange tip

1

Pull off the blue safety release cap.



HOLD for 10 seconds

2

Swing and firmly push the orange tip against the outer thigh so it 'clicks.' HOLD on thigh for approximately 10 seconds to deliver the drug.

Please note: As soon as you're done press the front of the protective cover will extend.

EpiPen Auto-Injector contains a single dose of a medicine to help relieve, when used right away, allergic reactions. EpiPen Auto-Injector is not intended to be used for a severe allergic reaction. In case of a severe allergic reaction, seek immediate medical attention.

Call 911

3

Seek immediate emergency medical attention and be sure to take the EpiPen Auto-Injector with you to the emergency room.

To view an instructional video demonstrating how to use an EpiPen Auto-Injector, please visit epipen.com.

©2010 Day Pharma, L.P. All rights reserved.
 EPIPEN and EpiPen logo are registered trademarks of Day Pharma, L.P.
 EpiPen[®], EpiPen 2 Plus[®], and EpiPen 2 Solo[®] are registered trademarks of Wyeth Inc. and used only by licensees of Day Pharma, L.P.

The Parent/Guardian will:

- Ensure the child care facility has a sufficient supply of emergency medication.
- Replace medication prior to the expiration date
- Monitor any foods served by the child care facility, make substitutions or arrangements with the facility, if needed.
- _____

Page 2

PRE-K EMERGENCY FORM

INSTRUCTIONS TO PARENTS:

- (1) Complete all items on this side of the form. Sign and date where indicated.
- (2) If your child has a medical condition which might require emergency medical care, complete the back side of the form. If necessary, have your child's health practitioner review that information.

NOTE: THIS ENTIRE FORM MUST BE UPDATED ANNUALLY.

Child's Name _____ Birth Date _____
Last First

Enrollment Date _____ Hours & Days of Expected Attendance _____

Child's Home Address _____
Street/Apt. # City State Zip Code

Parent/Guardian Name(s)	Relationship	Phone Number(s)		
		Place of Employment:	C:	H:
		W:		
		Place of Employment:	C:	H:
		W:		

Name of Person Authorized to Pick up Child (daily) _____
First Last Relationship to Child

Address: _____
Street/Apt. # City State Zip Code

Any Changes/Additional Information _____

ANNUAL UPDATES _____
(Initials/Date) (Initials/Date) (Initials/Date) (Initials/Date)

When parents/guardians cannot be reached, list at least one person who may be contacted to pick up the child in an emergency:

1. Name _____ Telephone (H) _____ (W) _____
Last First

Address _____
Street/Apt. # City State Zip Code

2. Name _____ Telephone (H) _____ (W) _____
Last First

Address _____
Street/Apt. # City State Zip Code

3. Name _____ Telephone (H) _____ (W) _____
Last First

Address _____
Street/Apt. # City State Zip Code

Child's Physician or Source of Health Care _____ Telephone _____

Address _____
Street/Apt. # City State Zip Code

In EMERGENCIES requiring immediate medical attention, your child will be taken to the NEAREST HOSPITAL EMERGENCY ROOM. Your signature authorizes the responsible person at the child care facility to have your child transported to that hospital.

Signature of Parent/Guardian _____ Date _____

INSTRUCTIONS TO PARENT/GUARDIAN:

- (1) Complete the following items, as appropriate, if your child has a condition(s) which might require emergency medical care.
- (2) If necessary, have your child's health practitioner review the information you provide below and sign and date where indicated.

Child's Name: _____ Date of Birth: _____

Medical Condition(s): _____

Medications currently being taken by your child: _____

Date of your child's last tetanus shot: _____

Allergies/Reactions: _____

EMERGENCY MEDICAL INSTRUCTIONS:

(1) Signs/symptoms to look for: _____

(2) If signs/symptoms appear, do this: _____

(3) To prevent incidents: _____

OTHER SPECIAL MEDICAL PROCEDURES THAT MAY BE NEEDED: _____

COMMENTS: _____

Note to Health Practitioner:

If you have reviewed the above information, please complete the following:

Name of Health Practitioner

Date

Signature of Health Practitioner

Telephone Number