

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) _____
 Last First 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



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: _____

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

*Please note – parents are responsible for arranging transportation for their children to and from field trips, athletic practices, and games.

	(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:

(signature) father / guardian

(date)

(signature) mother / guardian

(date)



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 last year.

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

_____ Recess Duty (Need 1 volunteer every day for each grade (1st–6th) from 12–12:30 p.m. Times may be staggered.) ***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 1-2 volunteers per day.)

Please check your preferred day(s): ___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 ___10th ___11th ___12th

_____ Special Lunch Helpers (Need 1 volunteer per day M-Th from 12:15-12:45 p.m. to distribute school lunches.)

Please check your preferred day: ___M ___T ___W ___Th ___F

_____ Open House Volunteer (Weekday mornings, weekday evenings (6:45 p.m.) or Saturday mornings (10:00 a.m.) Please note preferred time.)

_____ Special Event Volunteer (Help with setting up and/or cleaning up after events such as Science Fair, Drama, Upper School Dances, Art Show, Logic Rhetoric Expo, Field Day, Homecoming, 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.)

_____ 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.)

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 ___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 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>

- ***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>.

- ***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>.

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/ronlyres/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

Maryland State Department of Education

Records Retention - This form must be retained in the school record until the student is age 21.

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
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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
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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:

9 no evident problem that may affect learning or full school participation 9 problems noted above

Additional Comments:

Physician/Nurse Practitioner (Type or Print)

Phone No.

Physician/Nurse Practitioner Signature

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 MDH 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 MDH COMAR 10.06.04.03 are available at www.health.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.health.maryland.gov. (Choose Immunization in the A-Z Index)

MARYLAND DEPARTMENT OF HEALTH IMMUNIZATION CERTIFICATE

CHILD'S NAME _____
 LAST FIRST MI
 SEX: MALE FEMALE BIRTHDATE ____/____/____
 COUNTY _____ SCHOOL _____ GRADE _____
 PARENT NAME _____ PHONE NO. _____
 OR
 GUARDIAN ADDRESS _____ CITY _____ ZIP _____

Dose #	DTP-DT _a P-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	Hep A Mo/Day/Yr	MMR Mo/Day/Yr	Varicella Mo/Day/Yr	Varicella Disease Mo / Yr	COVID-19 Mo/Day/Yr
1													
2													
3									Td Mo/Day/Yr	Tdap Mo/Day/Yr	MenB 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

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

2. _____
 Signature Title Date

3. _____
 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: _____

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

GREEN ZONE: Long Term/Control Medication - Use Daily at Home, Unless Otherwise Indicated		Medication	Dose	Route	Frequency
<input type="checkbox"/>	Breathing is good				
<input type="checkbox"/>	No cough or wheeze				
<input type="checkbox"/>	Can work, exercise, play				
<input type="checkbox"/>	Other: _____				
<input type="checkbox"/>	Peak flow greater than _____ (80% personal best)				
<input type="checkbox"/>	Prior to exercise/sports/ physical education	(Rescue Medication)			
If using more than twice per week for exercise, notify the health care provider and parent/guardian.					
YELLOW ZONE: Quick Relief Medications - to be added to Green zone medications for symptoms		Medication	Dose	Route	Frequency
<input type="checkbox"/>	Cough or cold symptoms				
<input type="checkbox"/>	Wheezing				
<input type="checkbox"/>	Tight chest or shortness of breath				
<input type="checkbox"/>	Cough at night				
<input type="checkbox"/>	Other: _____				
<input type="checkbox"/>	Peak flow between _____ and _____ (50%-79% personal best)				
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.					
RED ZONE: Severe Asthma Symptoms - Seek the Health Care Provider and Call 911		Medication	Dose	Route	Frequency
<input type="checkbox"/>	Medication is not helping within 15-20 mins				
<input type="checkbox"/>	Breathing is hard and fast				
<input type="checkbox"/>	Nasal flaring or skin retracts between ribs				
<input type="checkbox"/>	Lips or fingernails blue				
<input type="checkbox"/>	Trouble walking or talking				
<input type="checkbox"/>	Other: _____				
<input type="checkbox"/>	Peak flow less than _____ (50% personal best)				
Contact the parent/guardian after calling 911.					

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: _____

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:	Give this Medication	
The child has ingested a food allergen or exposed to an allergy trigger:	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			

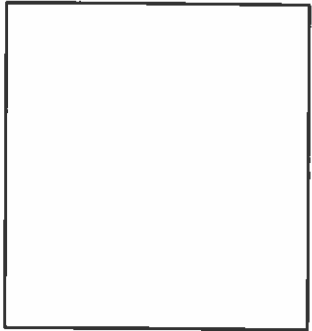
***EVEN IF A PARENT/GUARDIAN CANNOT BE REACHED, DO NOT HESITATE TO MEDICATE AND CALL 911.**

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

MARYLAND STATE DEPARTMENT OF EDUCATION
OFFICE OF CHILD CARE
MEDICATION ADMINISTRATION AUTHORIZATION FORM



Child's Picture (Optional)

Child Care Program: _____

This form must be completed fully in order for child care providers and staff to administer the required medication. A new medication administration form must be completed at the beginning of each 12 month period, 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.
- Parent/Guardian must bring the medication to the facility.
- Must pick up the medication at the end of authorized period, otherwise it will be discarded.

PRESCRIBER'S AUTHORIZATION

Child's Name: _____ Date of Birth: _____

Condition for which medication is being administered: _____

Medication Name: _____ Dose: _____ Route: _____

Time/frequency of administration: _____ If PRN, frequency: _____
(PRN=as needed)

If PRN, for what symptoms: _____

Possible side effects & special instructions: _____

Medication shall be administered from: _____ to _____

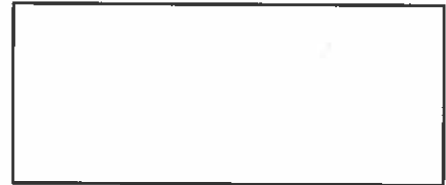
Known Food or Drug: Allergies? Yes No If Yes, please explain _____
Month / Day / Year Month / Day / Year (not to exceed 1 year)

Prescriber's Name/Title: _____
(Type or print)

Telephone: _____ FAX: _____

Address: _____

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



This space may be used for the Prescriber's Address Stamp

PARENT/GUARDIAN AUTHORIZATION

I/We request authorized child care provider/staff to administer the medication as prescribed by the above prescriber. I attest that I have administered at least one dose of the medication to my child without adverse effects. I/We certify that I/we have legal authority, understand the risk and consent to medical treatment for the child named above, including the administration of medication. I agree to review special instruction and demonstrate medication administration procedure to the child care provider.

Parent/Guardian Signature: _____ Date: _____

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

SELF CARRY/SELF ADMINISTRATION OF EMERGENCY MEDICATION AUTHORIZATION/APPROVAL
(Only school-aged children may be authorized to self carry/self administer medication.)

Self carry/self administration of emergency medication noted above may be authorized by the prescriber.

Prescriber's authorization: _____
Signature Date

Parental approval: _____
Signature Date

FACILITY RECEIPT AND REVIEW

Medication was received from: _____ Date: _____

Special Health Care Plan Received: YES NO

Medication was received by: _____
Signature of Person Receiving Medication and Reviewing the Form Date

MEDICATION ADMINISTERED

Each administration of a medication to the child shall be noted in the child's record. Each administration of prescription or non-prescription to a child, including self-administration of a medication by a child, shall be noted in the child's record. Basic care items such as: a diaper rash product, sunscreen, or insect repellent, authorized and supplied by the child's parent, may be applied without prior approval of a licensed health practitioner. These products are not required to be recorded on this form, but should be maintained as a part of the child's overall record. Keep this form in the child's permanent record while the child remains in the care of this provider or facility.

Child's Name:			Date of Birth:	
Medication Name:			Dosage:	
Route:			Time(s) to administer:	
DATE	TIME	DOSAGE	REACTIONS OBSERVED (IF ANY)	SIGNATURE



Request for Academic Records

Records to be released from:

School Name _____

Street Address _____

City, State, Zip Code _____

Phone Number _____

Dear Admissions Director,

Our school has received an application for the following student(s):

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

As requested by the children(s) parents, please send a copy of all academic records for these student(s) to:

Grace Classical Academy
2416 Creswell Road
Bel Air, MD 21015
Attention: Admissions

Parent Signature

Date
