

General Medication, Allergy & Anaphylaxis Action Plan, and Asthma Instructions

Colorado state legislation requires that strict and specific documentation and practices must be in place before Westgate Community School can administer any medication to your child, for both prescribed and over-the-counter medications. A **“prescribed”** medication is one that you must buy from a pharmacist with a prescription from a physician, for example: EpiPens and Albuterol. An **“over-the-counter”** medication can be purchased without a physician’s prescription, for example: Tylenol and Benadryl.

Parents and Physicians: Please read these instructions carefully!

1. The form must be completely filled out, including the reason for the medication. Physicians, please fill out every line.
2. The form must be signed by BOTH the parent and the prescribing physician.
3. Please have the title of the individual who is writing the orders after the name, for example: MD.
4. The medication provided to the school must be EXACTLY what is listed on the form. For example, if your form says “Benadryl 1 tsp”, you cannot provide a generic brand. Tell your physician what you will be providing (brand name or generic) so the form can be filled out correctly. **Diphenhydramine HCL needs to be written on all generic requests, the words “generic medication” is not sufficient enough.**
5. The medication provided must be in the same “form” as what is listed on the plan. For example, if your plan says “chewable tablets”, you must give us chewable tablets.
6. If the physician writes medication in **mg per dose** parents can bring in liquid, chewables, quick strips, etc.
7. You can only give us one “form” of the medication. For example, you cannot give us both chewables and liquid antihistamine.
8. Staff are not allowed to cut any pills. If a physician orders 6.25mg of Benadryl than liquid Benadryl will need to be given to the school. The staff cannot cut a 12.5mg tablet in half.
9. If there are specific instructions for the administering of a medication, for example: given with food, the instructions must be written on the plan by the providing physician. It cannot be changed by the parents.
10. The medication has to be in the original container and ALL prescription medications (as opposed to over-the-counter medications) must have the original prescription label on them and be in the original container. Please note: this is especially true for EpiPens and inhalers. They must have the labeled box or the pharmacy label must be on the plastic container. You can ask the pharmacy to label the plastic container.
11. Parents must provide a calibrated measuring device, such as a calibrated oral syringe, spoon, or cup for the medication to be given in. The spoon, cup, syringe MUST have a factory-marked indication for the dosage amount prescribed on the form. For example, if the prescribed dosage on the plan says “1/2 tsp”, there MUST be a factory-marked line that says “1/2 tsp”. We cannot “eyeball” amounts.
12. The dates that the forms are signed are good for one year if the child is over the age of 2. If under 2 years of age, they are only good for every well baby check-up.
13. Instructions and information on the forms should be in “lay” terms for non-medical people. For example: **as needed every 4 hours for temperature of 100 degrees**. “As needed” and/or PRN by itself will not be allowed.
14. If the form indicated that a 2nd dose of EpiPen be given, please provide us with 2 EpiPens. Please note: once we have given your child one EpiPen, we will call 911. The average time for 911 to arrive is around 8 minutes.
15. Expiration dates must be followed; we are not allowed to give expired medication. If the medication date states the medication expires on 9/2011, we can give the medication through the month of September and on October 1st we cannot dispense the medication anymore.
16. We ONLY accept Mylan brand generic epinephrine, Mylan brand EpiPen, and Auvi Q because the needles are self-contained after being dispensed. This prevents Blood borne exposure to administering staff.

Please don’t hesitate to call us with ANY questions about medications. Our goal is to keep your child safe!