



# INHALER AUTHORIZATION FORM

## ARCHDIOCESE OF WASHINGTON – Catholic Schools

**NOTE: THIS IS A RELEASE AND INDEMNIFICATION AGREEMENT AUTHORIZING USE FOR AN INHALER ONLY**

### PART I: TO BE COMPLETED BY PARENT/GUARDIAN

Student's Name: \_\_\_\_\_ Sex:  Male  Female Birth Date: \_\_\_\_\_  
*Print Student's Name* *mm/dd/yyyy*

School's Name: \_\_\_\_\_ School Year: \_\_\_\_\_

Allergies: \_\_\_\_\_

Inhaler:  Renewal  NEW If new, the first full dose must be given at home to assure that the student does not have a negative reaction.

First dose was given: Date \_\_\_\_\_ Time \_\_\_\_\_

#### PARENT INFORMATION ABOUT MEDICATION PROCEDURES

1. In no case may any health, school, or staff member administer any medication outside the framework of the procedures outlined here and in the Archdiocese of Washington Catholic Schools Policies and district or state guidelines.
2. **Schools do NOT provide medications for student use.**
3. Medications should be taken at home whenever possible. The first dose of any new medication must be given at home to ensure the student does not have a negative reaction.
4. Medication Authorization forms are required for each Prescription and Over-The-Counter (OTC) medication administered in school.
5. **All medication taken in school must have a parent/guardian signed authorization. Prescription medications, herbals and OTC medications taken for 4 or more consecutive days also require a licensed healthcare provider's (LHCP) written order. No medication will be accepted by school personnel without the accompanying complete and appropriate medication authorization form.**
6. **The parent or guardian must transport medications to and from school.**
7. Medication must be kept in the school health office, or other principal approved location, during the school day. All medication will be stored in a locked cabinet or refrigerator, within a locked area, accessible only to authorized personnel, unless the student has prior written approval to self-carry a medication (inhaler, Epi-pen). If the student self carries, it is advised that a backup medication be kept in the clinic.
8. Parents/guardians are responsible for submitting a new medication authorization form to the school at the start of the school year and each time there is a change in the dosage or the time of medication administration.
9. A Licensed Health Care Provider (LHCP) may use office stationery, prescription pad or other appropriate documentation in lieu of completing Part II. The following information written in lay language with no abbreviations must be included and attached to this medication administration form. Signed faxes are acceptable.
 

<ul style="list-style-type: none"> <li>▪ Student name</li> <li>▪ Date of Birth</li> <li>▪ Diagnosis</li> <li>▪ Signs or symptoms</li> <li>▪ Name of medication to be given in school</li> <li>▪ Exact dosage to be taken in school</li> <li>▪ Route of medication</li> <li>▪ Time and frequency to give medications, as well as exact time interval for additional dosages</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sequence in which two or more medications are to be administered</li> <li>▪ Common side effects</li> <li>▪ Duration of medication order or effective start and end dates</li> <li>▪ LHCP's name, signature and telephone number</li> <li>▪ Date of order</li> </ul>
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10. All prescription medications, including physician's samples, must be in their original containers and labeled by a LHCP or pharmacist. Medication must not exceed its expiration date.
11. All Over the Counter (OTC) medication must be in the original, small, sealed container with the name of the medication and it's expiration date clearly visible. Parents/guardians must label the original container of the OTC with:
  - Name of student
  - Exact dosage to be taken in school
  - Frequency or time interval dosage is to be administered
12. The student is to come to the clinic or a predetermined location at the prescribed time to receive medication. Parents must develop a plan with the student to ensure compliance. Medication will be given no more than one half hour before or after the prescribed time.

**PART I: TO BE COMPLETED BY PARENT/GUARDIAN (CONTINUED)**

- 13. Within one week after expiration of the effective date on the order, or on the last day of school, the parent or guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.
- 14. Students are NOT permitted to self medicate. The school does not assume responsibility for medication taken independently by the student. Exceptions may be made on a case-by-case basis for students who demonstrate the capability to self-administer emergency life saving medications (e.g. inhaler, EpiPen)

I hereby request designated <<Type School's Name Here>> personnel to administer an inhaler as directed by this authorization. I agree to release, indemnify, and hold harmless the Archdiocese of Washington, the parish, school personnel, employees, or agents from any lawsuit, claim, expense, demand or action, etc., against them for helping my child use an inhaler. I have read the procedures outlined above and assume responsibility as required. I am aware that the inhaler may be administered by a non-health professional.

Name of Parent/Guardian: \_\_\_\_\_ Home Phone: ( ) - \_\_\_\_\_  
Signature of Parent/Guardian: \_\_\_\_\_ Date \_\_\_\_\_

**PART II: TO BE COMPLETED BY LICENSED HEALTHCARE PROVIDER WITH NO ABBREVIATIONS**

Diagnosis: \_\_\_\_\_ List Triggers: \_\_\_\_\_  
Signs or Symptoms: \_\_\_\_\_  
Medication and Route: \_\_\_\_\_  
Dosage to be given at School: \_\_\_\_\_ Interval for Repeating Dosage: \_\_\_\_\_  
Time to be given: \_\_\_\_\_ Common Side Effects: \_\_\_\_\_  
Effective Date: Start \_\_\_\_\_ End \_\_\_\_\_  
If student is taking more than one medication at school, list sequence in which medications are to be taken: \_\_\_\_\_

- Check  appropriate boxes:
- I believe that this student has received adequate information on how and when to use an inhaler, and has demonstrated its proper use.
  - The student is to carry an inhaler during school hours and during sanctioned events with principal approval (An additional inhaler, to be used as backup, WILL BE kept in the clinic or some other approved school location).
  - It is not necessary for the student to carry an inhaler during school, the inhaler will be kept in the clinic or some other approved school location.
  - Allergy Action Plan for the aforementioned student is attached.

Licensed Healthcare Provider: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_  
Signature of LHCP: \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_  
Signature of Parent/Guardian: \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Student (Required if student carries inhaler): \_\_\_\_\_

**PART III: TO BE COMPLETED BY PRINCIPAL OR REGISTERED NURSE**

- Check  as appropriate:
- Parts I and II above are completed including signatures. (It is acceptable if Part II is written on the LHCP stationery or a prescription pad).
  - Inhaler is appropriately labeled. \_\_\_\_\_ Date by which any unused medication is to be collected by the parent (within one week after expiration of the physician order or on the last day of school).
  - I have reviewed the proper use of the inhaler with the student and  agree /  disagree that the student should self carry in school.
- Signature of Principal/Nurse: \_\_\_\_\_ Date \_\_\_\_\_