

Medical Forms

The following medical forms are to be used in the schools.

- **CLINIC PASS** – This is filled out by the teacher to allow a student to go to the clinic. It is completed by the clinic person and returned to the teacher. Retain until the end of the year.
- **EMERGENCY TREATMENT FORM** – This form is completed by the parent/guardian yearly. It allows for emergency medical treatment of a student if the parent/guardian cannot be contacted. This form should accompany students on field trips. Retain until the end of the year.
- **HEALTH ROOM LOG** – This should be completed by the clinic person anytime a student comes to the clinic. Retain for **seven** years.
- **MEDICAL ALERT FORM** – This form is completed by the parent/guardian yearly for students who have a medical condition that needs to be communicated to staff with supervisory responsibilities over the student. See medical alert list. Retain until the end of the year.
- **MEDICATION RECORD** – This form is completed by the school for a student who needs to receive prescription or non-prescription medication during the school day. Medications must be in the original prescription bottle with a non-expired date. Retain until the end of the year.
- **REQUEST FOR ADMINISTRATION OF MEDICATION** – This form is completed by the parent/guardian to request that a student receive medication during the school day. Retain for **seven** years.
- **STUDENT CLINIC CARD – Side A** – This form is completed by the parent/guardian yearly. It should be taken with the “Go Box” when evacuating the building. Retain until the end of the year.
- **STUDENT CLINIC CARD – Side B** – This is completed by the school when a student visits the clinic. Retain until the end of the year.