



Office of School Health

The following information is filed in the Medication Binder:

Section 1: Standing orders and Protocols Related to Medication/Treatment Services

- Standing Order for the Use of Epinephrine in a School Setting
- OSH Diabetes Protocol for Safety Sharps: Safety Retractable Lancets and Insulin Pen
- Safety Needles Updated December 2013
- Stock Ventolin Policy and Procedure
- NYS Education Department Memo: Training Unlicensed Individuals in the Injection of Glucagon in Emergency Situations
- Verbal Order Protocol/Verbal Order Form
- Disposal of Medication in Office of School Health Setting

Section 2: Delegation for Public Health Advisors: Checklists for tasks delegated to PH Advisors

Section 3: Special Health Services – Daily

- For ASHR schools – ASHR Daily Medication Profile Report
- For Non- ASHR schools – Daily Medication/Treatment Summary

Section 4: Special Health Services – PRN

- For ASHR schools – ASHR Medication Report
- For Non-ASHR schools – PRN Medication/Treatment Summary

Section 5: Field Trip Record

- For Field Trip Medication Record for Unlicensed Professionals Assisting Self-Directed Students with Administration of Medication filed by class

For ASHR schools, treatments should be documented on the Daily and/or PRN Medication/Treatment Summary Form.

Section 3 and Section 4 contains appropriate forms for each student receiving services. The forms for each student should be placed behind a divider labeled with the student's name. Forms to be included for each student are:

- ASHR Medication Profile
- Original Medication Administration Form (MAF - Allergies/Anaphylaxis/Asthma/Generic) with student's picture
- Original Treatment /Non-Medication Form, if applicable
- Original Diabetes Medication Administration Form, if applicable
- Medication Administration Record (one for each medication/treatment)
- Receipt of Medication/Equipment Form
- HFA Maintenance Form (if applicable)
- Controlled Substance Count Sheet (if applicable)
- Diabetes Documentation Form (if applicable)
- Asthma Action Plan (if applicable)
- School Allergy Response Plan (if applicable)
- Emergency Severe Low Blood Sugar Care Plan (if applicable)

Stock Ventolin HFA Maintenance Form is placed in front of Medication Binder

Chronic Diagnosis List is placed in front of Medication Binder

Accessibility Report

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