

Subject: Important Medication and Health Care Plan Reminders

Dear Parents/Guardians,

If your student has medications that are being stored in the health office or classroom, be sure to mark your calendar with a reminder to pick up these medications on the last day of school (May 25th). The summer temperatures in the school building are not ideal for storing medication. **Per [WCSD Medication Policy](#) medications remaining in the building will be disposed of.**

Does your student need a health care plan for the 2023-2024 school year?

Here are some quick tips that will make the process easier:

- 1) If your student needs an [Asthma Action Plan](#) and/or an [Allergy and Anaphylaxis Emergency Action Plan](#), then please provide the form to your healthcare provider and have them provide it to you or have it faxed to your child's school.
 - Please note if your student currently has an [Asthma Action Plan](#) and/or an [Allergy and Anaphylaxis Emergency Action Plan](#) on file with the school, **as long as the medication type and dosage remain the same, then there will be no need to re-do these forms with the healthcare provider.** Please review the plan on file with the school, and notify the school nurse whether or not the plan will remain “**current**” for the 2023 -2024 school year. (You can request a copy of your student's health plan in the office or from your student's school nurse).

Allergy and Anaphylaxis Emergency Action Plan considerations:

- If the trigger is a food, verify the school has the WCSD diet forms on file and that they are current.
 - [Medical Statement to Request Special Meals](#)
 - [Medical Authority Checklist](#)
- Epinephrine Auto-injector dosing
 - Students 7.5 to 14.9 kg (16.5 to 33 lbs): 0.1 mg
 - Students 15 to 30 kg (33 lbs to 66 lbs): 0.15 mg
 - Students greater than or equal to 30 kg (66 lbs): 0.3 mg
 - Please weigh your child.
 - Check the expiration date on the epinephrine auto-injector.
- Benadryl (diphenhydramine) dosing
 - 2-6 years: 6.25 mg every 4-6 hr; not to exceed 37.5 mg/day
 - 6-12 years: 12.5-25 mg PO every 4-6hr; not to exceed 150 mg/day

- Greater than 12 years: 25-50 mg by mouth every 4-6 hours not to exceed 300 mg/day
- Check expiration date on benadryl.

Asthma Action Plan Considerations:

- Albuterol Inhaler dosing for Acute Asthma
 - Age 4 years and up: 1-2 inhalations (90 or 180 mcg) orally every 4-6 hours.
 - Check expiration dates and amount remaining.

2) If your student has a **Diabetes Healthcare Plan**, please prepare the following documents with your healthcare provider for the 2023-2024 school year.

Diabetes Plan Considerations:

- Contact Primary Children's Hospital (PCH) and request an **Electronic Diabetes Medication Management Order (DMMO)** be emailed to parent/guardian. This then needs to be signed by the parent/guardian and provided to the school.
 - Even if your student independently manages their diabetes, the DMMO is necessary as it provides the medical orders that permit the school nurse to train staff how to administer your student's glucagon if needed. It also permits your student's glucagon to be stored in the health office.
 - If PCH is not the healthcare provider, then use this form.
 - [DMMO \(Diabetes Medication Management Order\)](#)
- Other Forms that are needed.
 - [Diabetes Emergency Plan](#)
 - [Diabetes Healthcare Plan](#)
- Forms dependent on type of diabetic equipment.
 - [Diabetes CGM \(Continuous Glucose Monitor\) Addendum](#)
 - [Diabetes Injection \(pens-syringe & vial\) Addendum](#)
 - [Diabetes Pump/Smart Pen Addendum](#)

3) If your student needs a [Seizure Action Plan](#), please provide this form to the school

- Please note if your student currently has an **Seizure Action Plan** on file with the school, and the plan remains the same, please review the plan on file with the school, and notify the school nurse whether or not the plan will remain "**current**" for the 2023 -2024 school year. (You can request a copy of your student's health plan in the office or from your student's school nurse).
- If you are requesting seizure rescue medication to be administered at school, please fill out the [Seizure Medication Management Order \(SMMO\)](#) annually. *Please note the boxes to check regarding the state requirement parameters for*

administration of seizure rescue medication in the school setting at the top of the form.

- 4) For all other requests for medication administration the [School Medication Authorization Form](#) must be signed by the student's parent/guardian AND healthcare provider **EACH** school year.

Medication considerations:

- Controlled Substances (ADHD medications, opioid medications, etc) must be dropped off by parents and are to be stored and administered in the health office.
- [Parent Permission Only- Student Medication Self-Administration \(6 -12th grade only\)](#). With this form, students may carry one-dose of medication with parent/guardian signature only. This form cannot be used for asthma inhalers, diabetes medication, epinephrine auto-injectors, seizure rescue medications or narcotics.

[Click here for review of the WCSD Medication Policy.](#)

Medical and health related forms can be found on the UDOH website at this link:

<https://heal.utah.gov/SN-documents/>

If you have any questions feel free to contact your student's School Nurse:

[Click here for the School Nurse Directory,](#)

Please note that School Nurses do not work during the Summer. We highly recommend that you reach out now if you have questions!

Thank you,

WCSD School Nurses