

**OFFICE OF CATHOLIC SCHOOLS DIOCESE OF ARLINGTON**  
**INHALER AUTHORIZATION**  
 Release and indemnification agreement

Appendix F-3

**PLEASE READ INFORMATION AND PROCEDURES ON REVERSE SIDE**

**PART I TO BE COMPLETED BY PARENT**

I hereby request designated school personnel to administer an inhaler as directed by this authorization. I agree to release, indemnify, and hold harmless the designated school personnel, or agents from lawsuits, claim expense, demand or action, etc., against them for helping this student use an inhaler, provided the designated school personnel comply with the Licensed Healthcare Provider (LHCP) or parent or guardian orders set forth in accordance with the provision of part II below. I have read the procedures outlined on the back of this form and assume responsibility as required

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

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

Student Name (Last, First, Middle)

Date of Birth

Allergies

School

School Year

No LPN or clinic room aide shall administer inhaler or treatment, unless the principal has reviewed all the required clearances.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Daytime Telephone

\_\_\_\_\_  
Date

**PART II TO BE COMPLETED BY LICENSED HEALTH CARE PROVIDER (LAY LANGUAGE, NO ABBREVIATIONS)**

DIAGNOSIS:

LIST TRIGGERS:

SIGNS / 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 the student is taking more than one medication at school, list sequence in which inhalers are to be taken

Check  the appropriate boxes:

- I believe that this student has received information on how and when to use an inhaler and that he or she demonstrates its proper use.
- The student is to carry an inhaler during school and during sanctioned events with principal approval. (An additional inhaler, to be used as backup, WILL BE kept in the clinic or other approved school location.)
- It is not necessary for the student to carry his inhaler during school, the inhaler will be kept in the clinic or other approved school location.
- Asthma Action Plan is attached

\_\_\_\_\_  
Licensed Health Care Provider (Print)

\_\_\_\_\_  
Licensed Health Care Provider (Signature)

\_\_\_\_\_  
Telephone or Fax

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature (Required if student carries inhaler)

\_\_\_\_\_  
Date

**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 all items in part II are written on the LHCP stationery or a prescription pad.)
- Inhaler is appropriately labeled.                      \_\_\_\_\_ Date by which any unused inhaler 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 student should self carry in school.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 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 in the *Office of Catholic Schools Policies and Guidelines* and *Virginia School Health Guidelines* manual.**
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 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.
  - a. Student name
  - b. Date of Birth
  - c. Diagnosis
  - d. Signs or symptoms
  - e. Name of medication to be given in school
  - f. Exact dosage to be taken in school
  - g. Route of medication
  - h. Time and frequency to give medications, as well as exact time interval for additional dosages.
  - i. Sequence in which two or more medications are to be administered
  - j. Common side effects
  - k. Duration of medication order or effective start and end dates
  - l. LHCP's name, signature and telephone number
  - m. Date of order
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 its expiration date clearly visible. Parents/guardians must label the original container of the OTC with:
  - a. Name of student
  - b. Exact dosage to be taken in school
  - c. 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.
13. **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, Epi-pen)
14. 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.