**To All Parents and Health Care Practitioners:**

The NYC Department of Education (DOE) and the Office of School Health (OSH) work together to provide services to all students with special needs. These services allow students to fully participate in school. If your child needs health services and accommodations under Section 504 of the Rehabilitation Act, complete the form(s) in this packet. The NYC Department of Education **requires** a new approval for services each school year. **Return all completed forms to the school nurse for approval by July 15th for the new school year. This ensures that your child will receive approved services at the start of the new school year; forms sent after this date may delay processing.**

There are three types of health services and accommodations forms:

1. **Medication Administration Forms (MAFs)** – Complete these forms to receive medicine or treatment at school.
   * **There are four separate MAFs: asthma; allergies; diabetes; and other health conditions.**
2. **Medically Prescribed Treatment (Non-Medication) Form** – Complete this form to request special procedures such as tube feeding catheterization, suctioning, etc. to be performed at school. This form may be used for all skilled nursing treatments.
3. **Request for Section 504 Accommodation(s)** – Complete this form to request special services such as a barrier-free building, elevator use, testing modification, etc.
   * Do **NOT** use this form for related services such as occupational therapy, physical therapy, speech and language therapy, counseling, etc. Related services should be provided through an Individualized Education Program (IEP).

Health Care Practitioners:

Please follow these guidelines when completing the forms:

* Your patient may be treated by several health care practitioners. The health care practitioner completing the form should be the one treating the condition for which services are requested.
* All forms must be signed and dated by a licensed health care practitioner. Form(s) must include the valid New York State, New Jersey or Connecticut license and NPI number of the health care practitioner completing the form. If a physician-in-training completes the form, a supervisor (e.g., attending physician) must also sign it. The supervisor must include his or her license and NPI numbers.
* The order should be specific and clearly written. This allows the school nurse to carry it out in a clinically responsible way.
* Only request services that are needed during school hours. Do not request medicine that can be given at home, before or after school hours.
* Requests for alternative medicines will be reviewed on a case by case basis.
* Epinephrine may be stored in the classroom, in a common area, or transported with students based on their Allergy Response Plan.
* Students should be as self-sufficient as possible in school. Health Care Practitioners must determine whether the child is nurse-dependent, should be supervised, or is independent to take medicine or perform procedures. Most students in middle school and high school should be self-directed in taking medicines. They should be able to identify their medicine, know when to take it, and the correct dose. They should also understand the purpose of their medicine, and be able to describe what will happen if it is not taken. Independent students are allowed to carry and take medicines without help. You may authorize the student to carry his or her medicine in school. For students who are independent, initial the section of the form that allows student to self-administer at school and during trips. Otherwise, medicine is typically stored in a locked cabinet in the medical room. **Students are never allowed to carry controlled substances.**

Parents:

* Please take your child to his or her health care practitioner every year to complete these forms.
* These forms should be given to your school nurse every year **by July 15th for the new school year. Forms received after this date may delay processing.**
* If the school nurse is unavailable, you may be notified to come to school to give your child medicine.
* If you decide to use the school’s stock medicine, you must send your child’s epinephrine, asthma inhaler, and other approved self-administered medicines with your child on a school trip day and/or after school programs in order that he/she has it available. Stock medications are for use by OSH staff in school only**.**
* **Please make sure that to sign the back of the form so that your child can receive these services in school**
* **Attach a small current photo to the upper left corner of the medication form(s). This helps the school to properly identify your child**.

Please reach out to the student’s school nurse if you have any questions. Thank you for your assistance.