

**致所有學生家長和保健專業人員：**

紐約市教育局（DOE）和學校健康辦公室（Office of School Health，簡稱 OSH）共同合作，為有特殊需求的所有學生提供服務。這些服務讓學生能夠在學校裏全面參與。如果您的子女需要康復法案第 504 條款規定的健康服務和特別照顧，請填妥本材料中的表格。紐約市教育局規定每個學年都必須有一份新的服務批准書。

共有三種類型的健康服務和特別照顧表格：

1. **藥物施用表（MAF）**——這一表格由您子女的醫療提供者完成，用於在學校接受醫藥或治療服務。
  - 有四份不同的 MAF：哮喘；過敏；糖尿病；及其它健康症狀。
  - 請將填妥的表格交給學校護士。
2. **醫療處方治療（非藥物）表（Medically Prescribed Treatment (Non-Medication) Form）**——這一表格由您子女的醫療提供者完成，用於要求在學校進行如胃管餵食插入、抽吸等手續。該表格可適用於所有嫻熟技能的護士治療。
  - 請將填妥的表格交給學校護士。
3. **第 504 條款特別照顧申請**——如果要求獲得諸如無障礙樓宇、電梯使用、測驗修改等特別服務，請填妥這份表格。
  - 切勿將這一表格用於相關服務（如職業治療、物理治療、言語和語言治療、心理諮詢等）。相關服務應由一份個別教育計劃（Individualized Education Program，簡稱 IEP）提供。
  - 有兩份不同的表格必須完成：家長的一份和您子女醫療提供者的一份。
  - 請將填妥的表格交給您學校的 504 條款協調員。

家長：

- 請每一年都帶自己的子女去保健專業人員處完成這些表格。
- 為新學年打算，這些表格應截至 2019 年 5 月 31 日遞交給學校護士。這一日期之後收到的表格可能延遲受理。
- 如果學校護士不在，您可能會被通知前來學校為子女施用藥物。
- 如果您決定使用學校的儲存藥物，則您必須在您子女參加學校外出參觀的日子以及/或者課後計劃時讓子女帶上 epinephrine、哮喘吸入器以及其他獲准的自我施用藥物，以備您子女使用。儲存藥物只是由 OSH 員工在學校使用。
- 請務必在本表的背面簽名，這樣您子女才能在學校接受這些服務。
- 在醫療表的左上角貼上一張最新小照片。這有助學校正確地認出您的子女。

如果您有任何問題，請諮詢學生學校的護士及/或學校的 504 協調員。感謝您的協助。

Health Care Practitioners: please see back of page.

**Health Care Practitioner Instructions for Completion of the Request for Accommodations Form**

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.
- This form must be completed by the student's licensed medical provider (MD, DO, NP, PA) who has treated the student and can provide clinical information concerning the medical diagnoses outlined as the basis for this request. Forms cannot be completed by the parent/guardian. Forms cannot be completed by a resident.

All requests for accommodations are based on medical necessity. Please ensure that your answers are complete and accurate. **All requests for medical accommodations will be reviewed by the Office of School Health (OSH) clinical staff, who will contact you if additional clarification is needed.** There is a school nurse present in most schools. Requests for 1:1 nursing will be reviewed on a case-by-case basis.

- Please clearly type or print all information on this form. **Illegible, incomplete, unsigned or undated forms cannot be processed and will be returned to the student's parent or guardian.**
- Provide the full name and current diagnoses of clinical relevance for the student.
- Describe the impact of the diagnoses/symptoms, medical issues, and/or behavioral issues that may affect the student during school hours or transport, including limitations and/or interventions required.
- Include any documentation and test results for any specialty services or referrals relevant to the accommodations requested.
- Only request services that are needed during school hours. Do not request medicine that can be given at home, before or after school hours.
- If a student requires medications or procedures to be performed, please complete and submit all relevant Medication Administration Forms (MAFs) and/or a Request for Medically Prescribed Treatment. The orders should be specific and clearly written. This allows the school nurse to carry it out in a clinically responsible way.
- Requests for alternative medicines will be reviewed on a case-by-case basis.
- Clearly print your name and include the valid New York State, New Jersey, or Connecticut license and NPI number.
- On the Medical Accommodations Request Form:
  - Please list the days and times that are best to contact you to provide further clarification of the request.
  - Please sign the attestation documenting that the information provided is accurate.
- Epinephrine may be stored in the classroom, in a common area, or transported with students as indicated in their Allergy Response Plan.

**Student Skill Level:** 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

- **Nurse-Dependent Student:** nurse must administer. Medicine is typically stored in a locked cabinet in the medical room.
- **Supervised Student:** student self-administers, under adult supervision. The student should be able to identify their medicine, know the correct dose and when to take it, understand the purpose of their medicine, and be able to describe what will happen if it is not taken.
- **Independent Student:** student can self-carry/self-administer. For students who are independent, initial the section of the form that allows student to self-administer at school and during trips. **Students are never allowed to carry controlled substances.**
- ***If no skill level is selected, OSH clinical staff will designate the student as nurse-dependent by default, until further advised by the student's health care practitioner.***

Thank you for your cooperation.

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