

IMPORTANT INFORMATION ABOUT MEDICAL FORMS

Please read carefully and follow instructions to the letter! Incomplete or improperly filled forms will be returned to you. Children cannot attend B.A.S.E. until all forms are completed in compliance with state law.

Our licensor, the Mass. Department of Early Education & Care (EEC), in accordance with Mass General Laws and the Department of Public Health (DPH), has very strict regulations regarding the documentation, application and storage of all medications in a school or childcare setting. All medications, including lotions, must be delivered directly to a teacher or a director. **NEVER LEAVE MEDICATIONS IN YOUR CHILD'S CUBBY OR BACKPACK!**

Please review the following information and let a B.A.S.E. director know if you have any questions.

For allergies requiring an EpiPen we must have following:

- A medical consent form signed by a parent. This form - which is provided by B.A.S.E. - must be filled out completely and include dosage in ml's (not teaspoons), if Benadryl is required.
- An Individual Health Care Plan - which is provided by B.A.S.E. - filled out and signed by parent *and* clinician. Again, every item on this form must be completed. Incomplete forms will be returned to the parent. Please note: for allergic reactions, the child's **specific** symptoms must be listed (for example: hives, swelling, itchiness. Simply entering "allergic reaction" is not acceptable).
- An EpiPen in its original packaging with the prescription. Must indicate if we give one or two epi-pens.
- An ACTION PLAN from your child's clinician.

For allergies requiring an OTC anti-histamine such as Benadryl:

- A medical consent form signed by a parent *and* clinician.
- An Individual Health Care Plan filled out and signed by parent *and* clinician. Every item on this form must be completed. Incomplete forms will be returned to the parent. Please note: for allergic reactions, the child's **specific** symptoms must be listed (for example: hives, swelling, itchiness. Simply entering "allergic reaction" is not acceptable).
- Action plan must state when Benadryl is to be given.
- The medication in its original container.
- If the Benadryl (anti-histamine) is to be used in conjunction with an EpiPen as part of the child's allergy management plan, an ALLERGY ACTION PLAN must be provided by your child's clinician.

- All non-prescription medications must be labeled with your child's name and be accompanied by a dosing spoon. Dosing must be in ml's's not teaspoons.

For inhalers or nebulizers:

- A medical consent form signed by a parent. This form must be resubmitted and signed every time the dosage or frequency of treatment is changed.
- An Individual Health Care Plan filled out and signed by parent *and* clinician. Every item on this form must be completed. Incomplete forms will be returned to the parent. every item on this form must be completed. Incomplete forms will be returned to the parent. Please note: The child's **specific** symptoms must be listed (for example: coughing, wheezing, shortness of breath. "Asthmatic reaction" is not acceptable).
- An ASTHMA ACTION plan from your child's clinician.
- A complete inhaler including the spacer (or nebulizer) for preschool aged children.
- Medication in its original packaging with the prescription.

For short term prescribed medication (i.e. antibiotic)

- A medical consent form signed by a parent *and* clinician. Medical consent forms for short-term prescribed medication expire after 14 days.
- Medication in its original container with a dosing spoon.
- Doses indicated in ml's's not teaspoons.

For non-prescription topical creams for occasional use (i.e. for dry skin, itchiness, etc):

- A medical consent form signed by a parent. Topical creams or lotions cannot be applied to open wounds without further documentation.

All signatures are valid for one year.