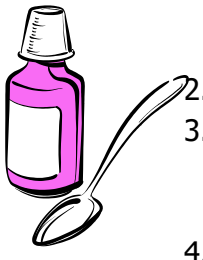
## Medication Authorization Instructions for Parents

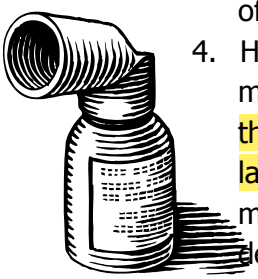
*If your child has allergies, follow these instructions:*



1. Have your child's physician complete the Allergy and Anaphylaxis Medication Administration Authorization Form Plan. Please make sure that the physician fills out this form completely and signs it. If not, it will be returned.
2. You, the parent, must fill out the back of the Medication Administration Authorization Form.
3. Your physician must write a prescription for any medication that is to be dispensed to your child *EVEN over-the-counter drugs* like Benadryl. Tell your physician that we would like two (2) sets of all medication.
4. Have the pharmacy fill your prescription. We would like to have two (2) sets of medicine, one for the office and one for the classroom. We may only use medication that is in the original container (whether it is a box or bottle) and is labeled with a pharmacy label that includes the name of the medicine, the proper dosage, the expiration date of the medicine, and the name of the person for whom it is prescribed.
5. Write a description in as much detail as possible of your own understanding of what is particular to your child's allergy. Explain whether your child's allergy is triggered by ingestion, contact, etc. Tell us whether the severity of your child's allergy would warrant prohibiting that item from the classroom (e.g., strawberry free classroom). If your child has had an allergic reaction previously, what did you witness (e.g., swollen lips, hives).
6. Discuss the need for medicine with your child's teacher and the preschool office.

*If your child needs medications for asthma, follow these instructions:*

1. Have your child's physician complete the Asthma Action Plan and Medication Administration Authorization Form. Please make sure that the physician fills out the form completely and signs it. If not, it will be returned.
2. You, the parent, must complete and sign the back of the form as well.
3. Your physician must write a prescription for any medication that is to be dispensed to your child *EVEN over-the-counter drugs* like Benadryl. Tell your physician that we would like two (2) sets of all medication, if possible.



4. Have the pharmacy fill your prescription. We would like to have two (2) sets of medicine, one for the office and one for the classroom, if possible. We may only use medication that is in the original container (whether it is a box or bottle) and is labeled with a pharmacy label that includes the name of the medicine, the proper dosage, the expiration date of the medicine, and the name of the person for whom it is prescribed. Write a description in as much detail as possible of your own understanding of what is particular to your child's illness (e.g., she only gets this when the humidity level is very high and she has been running a great deal).
5. Discuss the need for medicine with your child's teacher and the preschool office.