

School Health Services Program
AUTHORIZATION FOR SPECIFIC MEDICAL PROCEDURE/TREATMENT

Dear Parent/Guardian/Responsible Person and Physician:

Students in need of medical procedures and /or treatments during the school day must meet the following requirements:

1. Parents/guardians/responsible person must present to the authorized CSS personnel a signed, completed Medical Procedure/Treatment Plan including the parent/guardian/responsible person signed consent (part 1) and licensed health care provider signed authorization for the procedure/treatment (part 2). The licensed health care provider's signed authorization and parent's signed consent will be maintained in the Student Health Record.
2. A separate Medical Procedure or Treatment Plan shall be submitted for each procedure or treatment to be given or performed at school.
3. The licensed health care provider's signed authorization must include:
 - Student's name and date of birth
 - Diagnosis, reason for procedure/treatment
 - Name of the procedure/treatment
 - Time the procedure/treatment is to be performed and/or frequency at school
 - Expected duration of treatment
 - Special instructions or emergency procedures
4. Supplies to give a medical procedure/treatment must be provided by the parent/guardian/responsible person (student or adult 18 years or older). All equipment and supplies that are required must remain in the school if possible.
5. Licensed health care provider signed authorization for medical procedures/treatments are valid for 1 year from the date signed by the provider.
6. If any adjustments (for example technique, frequency,) to the medical procedure/treatment plan are made, a new Medical Procedure/Treatment Plan is required.
7. All equipment and supplies kept in the school will be stored in a secured area accessible only to personnel giving or performing the treatment. CSS personnel and District of Columbia Public and Public Charter School personnel assume no responsibility for possible loss of or damage to equipment and supplies.
8. Within 1 week after expiration of the licensed health care providers Plan, or after any of the supplies expire, the parent/guardian/responsible person must collect the equipment and unused portion of the supplies. Expired supplies that are not collected by the parent/guardian/responsible person in that time frame will be destroyed.
9. CSS personnel and school personnel are not responsible for unauthorized procedures/treatments or those given to oneself by the student.