



Emergency Contact and Medical Information

one student per form • information shared with staff as needed

Student's Name _____ Date of birth _____ Room _____

Home Address _____

Home Phone _____ (If you have a preference as to notification order, please indicate.)

Parent/Guardian's Name _____ Pager/Cell Phone _____

Employer _____ Work Phone _____

Parent/Guardian's Name _____ Pager/Cell Phone _____

Employer _____ Work Phone _____

Parent email addresses (if okay for nurse to use): _____

EMERGENCY CONTACTS – (required!) if parent is not available, persons to be notified and their phone numbers:

1.	
2.	
Pediatrician:	
Dentist:	

◆ Does your child have **allergies**? To what? What happens? Treated how? (If severe, will need Action Plan— see nurse) _____

◆ Does your child have any other **medical conditions**? Treated how? What should your child's teacher watch for, if anything? _____

◆ What medication does your child take routinely? _____

◆ Do you consent to your child being given the following medications as determined by the nurse, and according to the label?

Tylenol (Acetaminophen) _____ yes _____ no

Motrin (Ibuprofen) _____ yes _____ no

Benadryl (Diphenhydramine) _____ yes _____ no

Other _____ yes

◆ Do you give your child's doctor and the school nurse permission to discuss your child's health information with one another? _____ yes _____ no

WMS has adopted the following emergency procedures to care for your child when he/she is in need of medical care or hospitalization:

1. The school will call an ambulance, if necessary, to transport the child to a local medical facility.
2. The school will call parents/guardians at the contact numbers listed above.
3. If no answer, the school will call Emergency contacts listed above.
4. If no answer, the school will call the physician/dentist listed above.
5. Based upon the medical judgment of the attending paramedics, treatment may be necessary before transporting.
6. Based upon the medical judgment of the attending physician/dentist, the child may be admitted to a local medical facility.
7. The school will continue to call the parents/guardians until one is reached.

If you cannot be reached and the school authorities have followed the procedures described, you agree, by signing below, to assume all expenses for transporting and medically treating your child. You also hereby consent to diagnostic procedures, treatment, administration of anesthesia, or surgery which may be carried out based on the medical judgment of the attending physician.

Parent/Guardian Signature _____ **Date** _____

PLEASE SEE REVERSE!!

ROUTINE STUDENT PICK-UP INFORMATION

STUDENT'S NAME: _____ ROOM: _____

NAME OF PRIMARY (DAILY) RELEASE PERSON: _____
 Relationship to child: _____

Alternates: please name as many people as you can who may potentially pick up your child.

Name	Phone Number	Relationship

I authorize these individuals to pick up my child from WMS. I have contacted them, and each person has agreed to pick up this student if necessary.

Parent/Guardian Signature

Date

PROCEDURES FOR THE RELEASE OF CHILDREN

- 1) General Release** A child will only be released to a parent/guardian or authorized person. The parent/guardian must notify WMS in writing the names of individuals that are authorized to pick up their child. This form fulfills that need. See below. If at a later time changes are to be made to this information, they must be submitted in writing.
- 2) Release to Someone Other than Parent or Authorized Person** In the event that a parent/guardian or authorized person is unable to pick up the child, the parent must submit the change in writing. If the parent is unable to do so, they must call WMS for notification. When a parent calls, the identity of the parent will be verified. The front desk staff will then notify the teacher of this change. If the person to whom the child is to be released is unknown to the teacher/classroom staff, they must request photo identification. Staff is to document ID checked and keep on hand for 24 hours.
- 3) Unauthorized Person Requesting Release** If an unauthorized person arrives at the site requesting the release of a child, the staff must contact the parent/guardian and then follow the steps outlined in #2, above.
- 4) Intoxication** If any person showing clear signs of drug or alcohol use requests release of a child the staff must send that person to the front desk or call the front desk on the intercom. If no assistance is available from the front desk they should call one of the other classrooms for assistance. In a severe situation the police will be notified.
- 5) Joint or Restricted Custody or Restraining Order** In cases of joint or restricted custody, a copy of the custody agreement must be sent to the school. If applicable and necessary, include a photo of the person to whom the child is not to be released.