



Parent to-do:

School to-do:

The process to get medical support for your child at school.

**SSC:** Student Services Coordinator

**PHN:** Public Health Nurse (in your district)

**Provider:** a contracted agency providing nursing services to students in the School setting

**Medical Packet:** consent forms, doctor orders blanks, etc.

**EAP:** Emergency Action Plan (who does what in case of emergency)

**DES:** District Educational Specialist (if the student has an IEP or 504 services)

Notify **SSC** at School of diagnosis

Ask for a meeting

Sign medical packet

Give to Dr. to sign order

Return Dr. order to school

Sign EAP and send to Dr.

Dr. signs EAP & send to PHN

Meeting

Follow up:

Is everything in place?

Ask for Meet & Greet

Provide training & insight

Challenges? Call Principal, **DES**, PHN

Invite the **PHN** & **Provider**

School sets meeting

School sends **medical packet** to parents

School fax order to PHN

PHN creates **EAP**, send to parent for signatures

Meeting

SSC sets up services & distributes EAP to staff

Follow up:

Is everything in place?

Set up a Meet & Greet

to provider & staff

Intro student to school staff responsible on EAP

Challenges? Call parent & PHN, notify them & follow up

Healthy keiki, ready to learn!

