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

**Parent to-do:**
- 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

**School to-do:**
- 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**
- **Follow up:**
  - Is everything in place?
  - Set up a Meet & Greet
  - Intro student to school staff responsible on EAP
- **Challenges? Call**
  - Parent & PHN, notify them & follow up

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**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)

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Healthy keiki, ready to learn!

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**for more information visit**
[SEAC-Hawaii.org](http://SEAC-Hawaii.org)