

ALLERGY & ASTHMA CENTER OF MASSACHUSETTS

Allergic and Respiratory Medicine
Adult and Pediatric

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Medication Authorization Forms for School and Camp Frequently Asked Questions

In order for us to accommodate the large volume of requests for medication authorizations during peak allergy seasons and when patients require authorization forms for school (August 1 – September 10) or camp (April 1 – July 1), parents should be aware of the following policies which will facilitate more timely preparation of their children's allergy/asthma action plans which require review by our physicians and medical staff.

1. **Action plans from patient visits** - Every patient is provided with a detailed written action plan from this office at each visit. Parents are encouraged to keep these plans and append them to their children's school/camp record, since this document includes all of the information requested by most schools/camps and has been signed/dated by the child's physician. If additional documentation is required, please let our staff know at the time of your appointment.

Parents of pediatric patients who have action plans completed in the spring (camp) should keep them for school in the fall unless changes have occurred in their child's condition which warrant a change in their treatment plan.

2. **Digital / e-mail Forms** – Effective spring 2007, we will be handling school/camp forms electronically. Requests processed in this manner will receive first priority. In addition to the action plan you receive at each visit, this office will provide you with one updated digital copy of your child's action plan/medication authorization on our letterhead per year upon request. This form includes all relevant information required for medication authorization at school or camp. Parents should update their current email address with our staff, who will be pleased to transmit this document to you via email, free of charge.

Requests for these forms should be directed via email to office@massallergy.net. In the subject field Type "School Plan" and the name of the patient.

3. **Over-the-counter medications** – Please be aware that at the present time several over the counter medications; such as Benadryl, Tylenol, Zyrtec (Cetirizine), Loratidine (Claritin), Sudafed and others do not require a prescription by a physician. While we are pleased to provide a medical authorization to receive these medications as part of a patient's action plan as outlined above, our office does not provide written prescriptions for over-the-counter medications, which do not require a prescription. Several camps have requested that patients fill their medications through their own pharmacy programs in this manner. We suggest you inform them that a prescription for these medications is unnecessary, that you will be bringing your child's OTC medications and your physician has provided you with written authorization/dosing instructions to administer these medications to continue your child's care away from home.
4. **Paper Forms / Additional Services** – Due to the time associated with processing these requests, for parents requesting additional services related to their children's action plans beyond those listed above, including physician review and completion of healthcare related documents from schools/camps or other institutions, a charge for these services will apply.

For those requesting a paper copy of your child's forms or written prescriptions, a self-addressed stamped envelope must accompany all written requests for paper documentation. Requests submitted in this manner will expedite processing, but will be handled after other electronic requests are processed. Parents should retain a copy of these forms for their records.

5. **Help us, help you. Plan ahead** – For those requesting rush completion of forms in less than 72 hours, a charge for these services will apply. We cannot accommodate requests for completion of school/camp forms on a walk-in basis during office hours.
6. **Third party transmissions** - Transmittal of a child's forms to school/camp officials or other third parties is a parent's responsibility. We are not able to accommodate requests to transmit children's school/camp forms to third parties.

Your ability to comply with these policies will allow us to better serve your child's needs during and after your visit. Thank you.