

## CPS ASTHMA MANAGEMENT REFERENCE SHEET

### CPS ASTHMA MANAGEMENT POLICY

Chronic disease impacts nearly 25% of CPS students. While asthma is one of the most common chronic conditions in the City of Chicago, it remains one of the most underreported conditions in Chicago Public Schools.

### ASTHMA MANAGEMENT POLICY BASICS

- » Adopted in January 2012
- » Applies to all Chicago Public Schools, regardless of enrollment of students with asthma
- » Created to prevent asthmatic reactions, encourage daily asthma management, and establish asthma training requirements for school personnel

### ACCESSING THE POLICY

- » The Asthma Management Policy, as well as all other CPS policies, can be found on the CPS Policy Handbook Website:
- » <http://policy.cps.k12.il.us/Policies.aspx>

### HOW IS THIS POLICY IMPLEMENTED AND TRACKED AT THE SCHOOL LEVEL?

- » The Principal and Assistant Principal are responsible for distributing the policy to all relevant school staff and implementing the policy.
- » Principals are encouraged to meet with their nurses to create a plan for policy implementation and compliance.
- » The CPS Office of Student Health & Wellness works with Clinical and Related Services, school administrators, and community partners to track training requirement compliance at individual schools.

### HOW DO YOU NOTIFY THE SCHOOL ABOUT A STUDENT'S ASTHMA?

- » Fill out the Student Medical Information Form (SMI) sent out at the beginning of the school year.
- » Obtain physician verification of the student's asthma diagnosis and return all required forms to the school nurse.
- » Meet with the school nurse and case manager to set up an Asthma Action Plan or a Section 504 Plan for the student.
- » Maintain an open line of communication with the school about the needs of the student and any change in his/her asthma.



### WHAT ARE THE REQUIRED FORMS?

- » Student Medical Information Form (SMI)
- » Consent to Exchange Information and Medical Records
- » Physician Verification of Chronic Condition
- » Physician Request for Administration (or Self-Administration) of Medication\*
- » Parent/Guardian Request for Administration (or Self-Administration) of Medication\*
- » School Nurse or Case Manager can provide the forms.

*\*Depends on reason for medication use, 504 Plan accommodations, and/or ability of the student to self-administer.*

## CAN A STUDENT SELF-MANAGE HIS/HER ASTHMA?

CPS students are allowed to self-carry and self-administer their asthma medication as long as the following documentation is on file with the school:

- » Parent/Guardian Request for Self-Administration of Asthma Medication Form
- » Copy of the medication prescription and the medication's original box/container

## DOES A STUDENT WITH ASTHMA NEED AN ASTHMA ACTION PLAN OR A SECTION 504 PLAN?

- » An Asthma Action Plan is encouraged for all students with asthma.
- » A 504 Plan must be offered to all students with asthma, but parents can opt out. Parents/Caregivers should speak to their health care provider to determine if a 504 Plan is necessary for their child.
- » Opting out of a 504 Plan does not deny the student's ability to carry or self-administer his/her asthma medication.

## IF A STUDENT WITH ASTHMA DOESN'T HAVE A DISABILITY, DOES HE/SHE STILL NEED A 504 PLAN?

- » Creating a 504 Plan does not mean that the student has a learning, behavioral, mental, or physical disability.
- » Chronic health conditions that may impact learning, such as asthma, allergies, and/or diabetes, are covered under Section 504 of the Americans with Disabilities Act.
- » Having a 504 Plan on file will legally protect the student from any discrimination based on his/her condition and will provide your child with any necessary accommodations such as extra water breaks or extra time to get to class.

## WHAT IF A STUDENT HAS AN ASTHMA ATTACK BUT HAS NO PLAN ON FILE?

- » If a parent/caregiver does not establish a plan for the student, a simple Emergency Asthma Action Plan (EAAP) will be implemented by the school.
- » The EAAP states that 911 must be called immediately upon recognition of asthma symptoms.

## ARE SCHOOL PERSONNEL ABLE TO HELP A STUDENT MANAGE HIS/HER ASTHMA?

- » All school personnel must be trained in asthma management, prevention of symptoms, and emergency response in a school setting every 2 years to maintain policy compliance.
- » Parents can facilitate their children getting the proper in-school care by providing all necessary medication and documentation, particularly a detailed Asthma Action Plan and/or 504 Plan.

## WHAT IS THE SCHOOLS EMERGENCY RESPONSE?

- » Schools should follow the steps outlined by the Asthma Action Plan and/or 504 Plan when a student is having an asthma episode/attack.
- » If medication is not working or student does not have access to their medication 911 will be call immediately
  - Parents will be called after 911.

## TIPS FOR PARENTS:

- » Fill out all the forms sent home by the school/school nurse.
- » Meet with the school administrators, the school nurse, and your child's primary teacher (if applicable) to ensure they aware of your child's condition and any special accommodations that are needed.
- » Work with the school and your Medical Provider to set up an appropriate action plan for your child.
- » Be proactive! Learn your child's rights and the school's responsibilities, and stay on top of it!

### NEED MORE INFORMATION?

Please contact the Office of Student Health and Wellness at [oshw@cps.edu](mailto:oshw@cps.edu)