



Asthma is the most common chronic illness of childhood. Chicago has an especially high number of children with asthma, and children in some Chicago neighborhoods suffer more than others. All students, including those with asthma, should feel safe and supported at school.

Please use the forms in this packet to tell your school about your child's asthma. The school nurse or clerk may have additional forms to complete. Health forms must be updated each school year. They are reviewed by the school nurse and relevant CPS staff and kept on file for use during the school year.

You must turn in these forms each school year:

- **Asthma Action Plan** – signed by a medical provider.
- **Request for Administration or Self-Administration of Medication** – completed by the parent/guardian and medical provider.
- **Original (or clear copy) of asthma medication or pharmacy label with your child's information.**

If your child has a chronic health condition, follow these four steps:

CPS ANNUAL CHRONIC CONDITION REPORTING & VERIFICATION PROCESS

1. COMPLETE THE NECESSARY FORMS

Access all the needed forms at cps.edu/medicalforms.

CPS.EDU/MEDICALFORMS

2. HAVE YOUR MEDICAL PROVIDER COMPLETE & SIGN THE FORMS

For assistance with accessing or using medical benefits, please contact us at 773-553-KIDS (5437) or visit cps.edu/cfbu.

3. BRING THE SIGNED FORMS & MEDICATION TO YOUR SCHOOL

Bring the signed forms and your student's medication (with prescription labels) to your school for review by the school nurse.

LEGAL DOCUMENT

ENSURE SAFETY AND SUPPORT

4. CONTACT YOUR SCHOOL NURSE TO SET UP A 504 PLAN

A 504 plan is a legal document that ensures your student is safe and supported at school.

For more information, contact the Office of Student Health and Wellness at 773-553-KIDS (5437)

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HEALTHY CPS
OFFICE OF STUDENT HEALTH & WELLNESS

- Any student with asthma, food allergies, diabetes, or any other chronic condition can have a Section 504 Plan so they are supported during the school day.
- A 504 Plan provides the needed changes the school must make to help your child succeed in school.
- For more information, contact the Office of Student Health and Wellness at cps.edu/oshw or (773) 553-KIDS (5437).



FREQUENTLY ASKED QUESTIONS ABOUT ASTHMA CARE AT SCHOOL

Why is it important to tell the school about my child's asthma?

- Your child's asthma may flare up at school. Knowing their medical history helps staff know what to do if there is an emergency during the school day.
- The information lets the school know what medicine your child may need, so staff can be ready to help if necessary.

Are school staff able to help a student manage their asthma?

Yes. School staff complete a training every year on asthma awareness, including how to recognize and handle asthma emergencies.

Can a student self-manage their asthma?

Yes. CPS students are allowed to carry and use their own "quick-relief" or "rescue" asthma medicine if written parent permission and a prescription label and medication is provided to the school.

What is the school's asthma emergency response?

- Schools will follow the steps outlined in your child's Asthma Action Plan and 504 Plan/IEP.
- If the medication is not working or the student's medicine has not been sent to the school, 911 will be called. Parents will be called after 911.

What if a student has an asthma attack but has no plan on file?

The school will follow an Emergency Asthma Action Plan and call 911. Parents are notified after calling 911.

Does the student need a Section 504 Plan?

- A Section 504 Plan must be offered. Speak to your child's school nurse and medical provider to know what is needed.
- A 504 Plan does not mean the student has a disability. The 504 Plan will outline any needed changes a school must make so your student is safe at school.
- If there is no 504 plan, 911 will be called upon recognition of signs and symptoms of an asthma attack.

I would like more information about asthma care in school:

- Read the CPS Asthma Policy at <https://policy.cps.edu/download.aspx?ID=1283>.
- Visit the Office of Student Health and Wellness website at <http://cps.edu/oshw>.
- Talk to your child's school nurse.
- Contact the Office of Student Health and Wellness at oshw@cps.edu.