



2022-2023

Key School

Checklist for Health Office Documents

All forms available for download on the KCLD website located under Key School section, Nurses' Corner:

<https://kclid.org/nurses-corner/>

- Completed and signed Yearly Physical Form by student's physician.
- Completed and signed Advil and Tylenol Administration Form; signed by parent(s) and/or guardian(s), *if not completed in FACTS at time of registration/enrollment.*
- Completed and signed Medication Administration Form (if student to be administered prescription medication or as needed medication during school hours as prescribed by licensed medical provider). New form due beginning of every school year, completed and signed by student's physician and parent(s) and/or guardian(s).
- Action Plan (for those with Asthma, Diabetes, Food Allergy/Anaphylaxis, Migraines, Seizures requiring medical treatment, medications, or care while on campus). Updated plan due beginning of every school year, completed by student's physician.
- Updated immunization records **OR** updated Affidavit for Exemption from Immunization (if affidavit is expired)
- Completed and signed Accident Assistance Form (K-4th grade only); signed by parent(s) and/or guardian(s).