



EMERGENCY ALLERGY MEDICATION SUBMISSION INSTRUCTIONS

ALLERGY REQUIRING EMERGENCY EPINEPHRINE INJECTION

Per OEC regulations, a physician-completed MAF (medication authorization form) and TWO auto-injectors must be provided. The auto-injectors must be in their original packaging, clearly labeled with the prescription, and not expired.

If a generic epinephrine auto-injector is to be provided, the MAF must state the generic epinephrine name; if an EpiPen or EpiPen Junior is prescribed, the MAF must list the brand name exactly as prescribed.

ORALLY INGESTED MEDICATION

Medications such as Benadryl require a prescriber-completed MAF. The Office of Early Childhood state licensing regulations require “specific” prescriber orders, therefore, **if Benadryl is indicated on the authorization form, Benadryl must be provided; if a generic brand medication is provided, the order must state “diphenhydramine” and not Benadryl.**

Over-the-counter medication **must be in its original container and unopened**, clearly labeled with the child’s name, and not expired.

PRESCRIPTION AND OTC MEDICATIONS MUST BE DELIVERED TO THE ERFC ADMINISTRATIVE OFFICE AT 174 SOUTH RD. AT LEAST 5 BUSINESS DAYS BEFORE ATTENDING ANY PROGRAM.

MEDICATION CHECKLIST:

1. An authorization to administer the medication form (MAF), one for EACH prescribed or OTC medication.
2. Parent authorization boxes **MUST BE INITIALLED, NOT CHECKED.**
3. The medication, in the original container, clearly labeled and not expired, placed into a sealed, Zip lock-type bag labeled with the child’s name. OTC oral medications must be unopened and in their original package.
4. **The MAF order MUST match the prescription order on the medication’s container.**
5. A completed Allergy Action Plan form signed by the parent or guardian. This can be completed in the ERfC office when dropping off medications.

All forms may be obtained by calling 860-253-9935, email to mychild@erfc.us, or printed off the ERfC website at www.erfcinc.org.