

Medical Information Instructions

Each student must have a signed, current 2019-2020 Medical Information and Emergency Release Form on file before the student will be allowed to attend school. Form(s) due no later than August 1, 2019.

Important: All handwritten/typed information on form(s) must match the online information in Sycamore. Please, do the following:

- Go to: ufca.org and click the Sycamore Parent Portal at the bottom of the site to log in to Sycamore. (If you need assistance with your Username and Password, please email the Registrar, kim.eustaquio@ufca.org.)
- Go to following areas under **My Family**:
 - **General**
 - Review/correct all Family Information
 - **Contacts**
 - Review/correct all Emergency and Pick-up contacts along with Relationship and Phones.
 - **Important:** If needed, continue a longer list of contacts on the back of the handwritten/typed form.
 - **Medical**
 - Review Physician, Dentist, Hospital and Insurance
- Once you have ensured all handwritten/typed information on form(s) matches the online information in Sycamore, please email the **signed 2019-20 Medical Information and Emergency Release Form(s)** to kim.eustaquio@ufca.org by **August 1, 2019**. You may also drop off form(s) Tuesdays – Thursdays for the remainder of July between 8:30 a.m. and 3:00 p.m. and Monday – Friday, 7:30 a.m – 3:30 p.m. in August.

If your student does not require an Emergency Action Plan or does not require medication during school, you are finished!

Thank you!

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- If your student has Asthma, Diabetes, Seizures and/or Allergies requiring an EpiPen, you must submit an **Emergency Action Plan** obtained from your doctor's office.
 - If your student needs medication administered during the school day or would like permission to self-carry please submit an **Authorization to Administer Medications** form. **This form must be signed by a doctor.** Obtain form here: <http://ufca.org/wp-content/uploads/2018/09/Authorization-to-Administer-Medications-2018-19-new-logo.pdf>
 - If you would like to supply over the counter medications (Tylenol, Benadryl, etc.) for your student, please submit an **Authorization to Administer Medications** form. **This form must be signed by a doctor.** Obtain form here: <http://ufca.org/wp-content/uploads/2018/09/Authorization-to-Administer-Medications-2018-19-new-logo.pdf> **Note: Submitted forms without a doctor's signature or without a supply of over the counter medications will not be valid. Parents must supply the medications to be stored in the main office specifically for their child.**

If you have any questions regarding medical information for your student(s) please do not hesitate to contact the Registrar, Kim Eustaquio at 704-541-1742, ext. 235 or kim.eustaquio@ufca.org.