San Francisco Unified School District
Student and Family Services Division

STUDENT EMERGENCY/MEDICAL INFORMATION CARD PROCESSING PROCEDURE

1. **All school sites must use the Student Emergency/Medical Information Card (revised 7/2022). Families can also complete the Emergency Card form online through ParentVUE**

2. All students must have a current emergency card on file. If a student does not have a current emergency card on file, send another card home.

3. A designated site employee will review cards and enter any new information into the Synergy database (refer to Synergy Health Module instructions).

4. Once data is entered into Synergy, the Administrator designee generates a Synergy report of all students with a medical condition.

5. If the student has a medical condition, the site will send the following documents to the parent/guardian:
    - Cover letter to parent/guardian
    - Medication Administration Form
    - Emergency Care Plan (specific to condition indicated or generic)

    (Tip: Create a log to document when forms are sent to parent/guardian and what follow-up efforts are made by the school.)

6. The forms should be returned to the school site. If the information is clear, the site should begin implementation (go to Step 9 of this procedure).

7. To implement an emergency care plan or other care instructions, notify appropriate central/ school site personnel of the medical condition/medication requirement and the emergency care plan. The School Health Manual has information about standard medical response to common chronic health conditions and medication administration (note: reading the information in the School Health Manual or viewing instructional videos in and of themselves does not constitute a "training").

    If training or further resources is needed, please consult your site-assigned School District Nurse, central nurse coordinator or call the Student and Family Resource Link Line for Nurse of the Day @ 415-340-1716 (M-F, 9 a.m.-12p.m, 1pm-3pm), email sflink@sfusd.edu, or complete an online request form at familylink.sfusd.edu.

8. **School sites must complete the above procedures by October 1 of each school year.**

PLEASE BE ADVISED THAT VOLUNTEER WORKERS MAY NOT ASSIST IN THIS PROCESS due to Confidentiality.