

TRANSFERRING SCHOOLS WITHIN MMSD: MEDICATIONS AND SCHEDULED APPOINTMENTS

Medication orders need to be re-entered at the new health office when a student transfers schools within MMSD.

Scheduled appointments (meds or treatments) will need to be re-scheduled at the new health office when a student transfers schools within MMSD.

The student will have all medications listed under their "Medication Tab", with the school code above them. **ONLY the school that is listed with the medication will have "access" to that med during a health office visit in Infinite Campus (IC).**

Student leaves your school:

1. Select **MEDICATION**
2. **CANCEL ALL FUTURE APPOINTMENTS** as all scheduled appointments stay in the health office where they were created instead of transferring with the student. Refer to directions entitled: ["Scheduling, Changing & Discontinuing Medication Appointments"](#).
3. **REDUCE THE DOSE COUNT for that medication to 0.** Refer to directions entitled: ["Changing Medication Dose or Discontinuing Medication"](#). Choose **"transfer school"** as the reason.
4. **End date** the medication.

Save New Reduce Dose Count Delete Schedule Appointments Cancel Future Appointments Refill Medication

Medications

- 072 15-16 Leopold Elementary
- 072 16-17 Leopold Elementary
- 072 17-18 Leopold Elementary
- 072 18-19 Leopold Elementary
- 072 19-20 Leopold Elementary
- 072 20-21 Leopold Elementary
- 203 21-22 Cherokee Middle
- 203 22-23 Cherokee Middle
- Ondansetron (Zofran) 4 mg Capsule (500/500)
- Ibuprofen (Advil, Motrin) 400 mg Tablet (200/200)
- Epinephrine HCl (Epipen, Auvi-Q, Symjepi) 0.3 mg Injectable (2/2)
- Albuterol (Proventil, RespiClick Ventolin) 90 mcg Inhaler (198/200)
- Cetrizine (Zyrtec) - Allergy, Emergency 10 mg Tablet (100/100)**

Medication Detail

*Recorded By	*Date Submitted	End Date
	09/15/2022	
*Medication Name		Tablet
Cetrizine (Zyrtec) - Allergy, Emergency		Dose Measurement
*Medication Strength	*Amount per Dose	
10 mg	1	

5. **MD Orders and Parent Consent Forms should be uploaded in health Documents.**
FORWARD PAPER MED LOGS to the "new MMSD school".

Receiving a student from another school during the school year:

1. **REQUEST PAPER MEDICATION LOGS** from the “prior MMSD school.”
2. Review Parent Consent and MD orders in Student’s Electronic Documents.
3. **ENTER ORDERS UNDER THE MEDICATION TAB** Refer to directions entitled: “[Entering Medication Orders](#)”.
4. **SCHEDULE THE MEDICATION/TREATMENT APPOINTMENT** Refer to directions entitled: “[Scheduling, Changing & Discontinuing Medication Appointments](#)”