



Emergency Preparedness

Children with special health care needs may have complex and unique medical histories and conditions that affect decisions about their proper treatment during an emergency. Therefore, it is critically important that emergency health providers and “first responders” (paramedics, hospital ER doctors, school nurses, etc.) can get an **up-to-date and complete record of your child’s medical issues**.

Since emergencies don’t always happen at home when a knowledgeable family member can explain a child’s health condition, the American Academy of Pediatrics and the American College of Emergency Physicians have created an **“Emergency Information Form for Children with Special Needs”**.

This 2-page **Emergency Information Form** provides important details about a child’s health, including:

- family & emergency contacts
- diagnosis/diagnoses
- doctors & specialists
- prior medical procedures
- baseline physical condition & vital signs
- current medications
- allergies
- immunizations
- recommended treatments for common health issues

Emergency Information Form for Children With Special Needs

American College of Emergency Physicians | American Academy of Pediatrics

Form last reviewed by: [] Revised: [] Index: []

Form created by: []

Name: _____ Birth date: _____ Nickname: _____

Home Address: _____ Home e/Work Phone: _____

Parent/Guardian: _____ Emergency Contact Names & Relationship: _____

Signature/Consent: _____

Primary Language: _____ Phone Number(s): _____

Physicians:

Primary care physician:	Emergency Phone:
	Fax:
Current Specialty physician:	Emergency Phone:
Specialty:	Fax:
Current Specialty physician:	Emergency Phone:
Specialty:	Fax:

Anticipated Primary ED: _____ Pharmacy: _____

Anticipated Tertiary Care Center: _____

Diagnoses/Past Procedures/Physical Exam:

1. _____	Baseline physical findings:
2. _____	
3. _____	Baseline vital signs:
4. _____	
Specialty:	Baseline neurological status:

Get the Form:

- **Blank Form** (to print then complete by hand): <http://goo.gl/aTVusD>
- **Interactive Form** (to complete online and print): <http://www2.aap.org/advocacy/chfdataform.pdf>

Complete the Form:

Fill in as many of the answers as you can. Then, **take the Form to your child’s primary care doctor and specialists** to help you with the rest of the information. Be sure to fill in the date the form was completed (box in the upper right-hand corner) so you can check if the information is current.

Share the Form:

Make copies of the completed form and **keep a copy** in places like:

- doctors & specialists offices
- local hospital emergency room
- school or daycare
- child's backpack (and luggage when traveling)
- home on the refrigerator
- parent's workplace
- parent's wallet
- family's car
- home of emergency contact person listed on the form

Update the Form:

Review the form and make any changes every year -- or sooner, if there are any changes to your child's health condition or treatment (medications, diagnoses, surgeries, etc.).

Using the Form at School/Daycare:

Since children spend many hours away from their families, it's a good idea to have an **emergency plan** in place for school or daycare.

To develop an emergency plan for your child:

- 1) Complete the Emergency Information Form
- 2) Provide copies to your child's:
 - ✓ school nurse or designated health personnel
 - ✓ classroom teacher
 - ✓ principal
 - ✓ school bus driver
- 3) Designate an adult to be responsible for child in case of emergency (evacuation, etc.) – and, a back-up person in case that adult is unavailable.
- 4) Practice evacuation procedures (e.g. fire drill) annually with designated adults.
- 5) Update the Emergency Information Form as needed.

This school emergency plan and Emergency Information Form should be **included in your child's Individualized Education Plan (IEP) or 504 Plan.**

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