

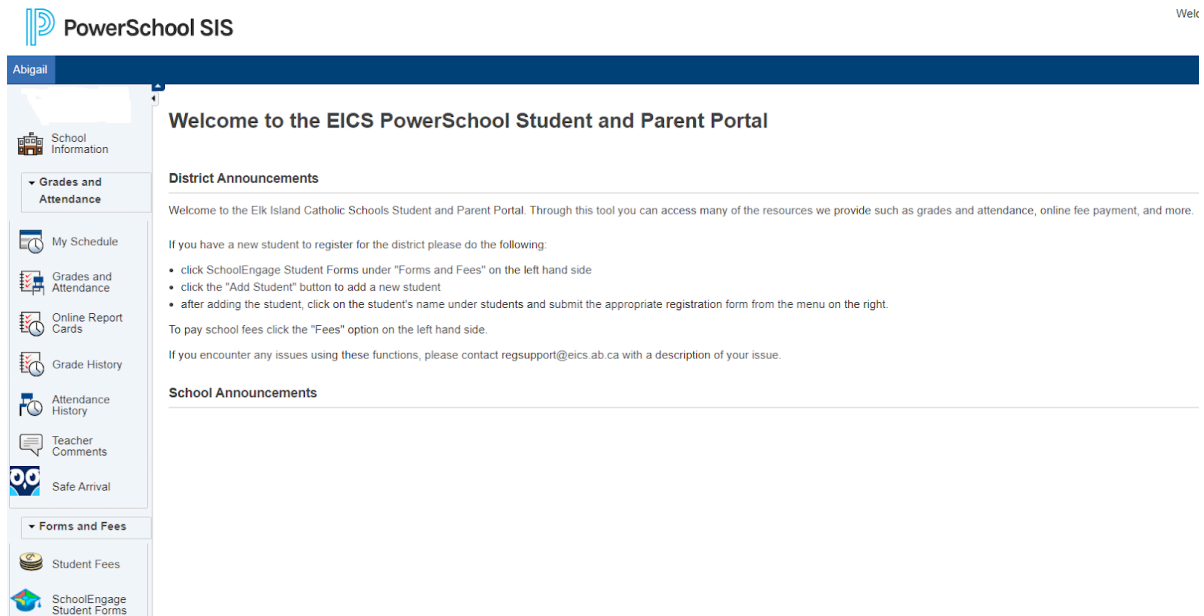
If your child has a medical condition the school should be aware of, takes medication at home, or requires medication at school, you are required to fill out a medical form in PowerSchool every school year. The **B.2) Medical Status Update/Request for Medical Treatment** form is located in your *Parent Portal* . **This form is required yearly.** We use this important information to alert any staff members, including substitute teachers, of any existing medical needs we need to be aware of. If your child no longer has a medical condition, please update the form accordingly.

Please note:

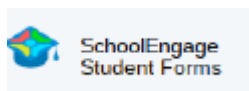
- **All medications**, even over-the-counter medications such as Tylenol, Benadryl etc. **require a label from the pharmacy.**
- the submission of a Medical Form is required **prior** to medication being sent to the school

To complete your forms online, please follow all of the instructions below:

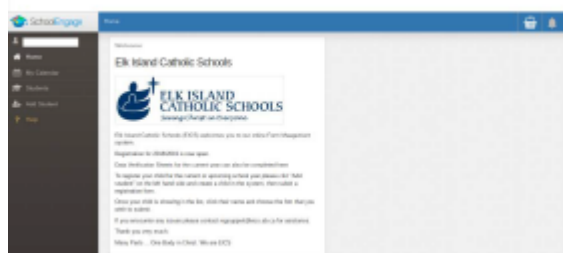
1. **Go to** <https://eics.powerschool.com/>
2. **Login**



3. **Select “School Engage Student Forms”**




This opens a new screen, School Engage



4. **Select “Students”**



5. **Select a student** - must be done for **each child** requiring medical treatment, including any changes to medical information that was submitted in a previous school year (student no longer required medication etc.).
6. **Select “B.2) 2024-2025 Medical Status Update/Request for Medical Treatment”** on the right hand side under **“Forms”** by **clicking on the form name.**
7. **“New”**  **if you are adding or changing any medical information to your child’s record.**
8. **If medication is to be administered**, in the drop down box for **“Requested Changes”** please select **“Both Medical Treatment and Medicine Administration”**
This includes medication that is kept in a backpack. Please note that some medications cannot safely be kept in a student's backpack.
9. **If medication is not required** to be administered, but medication is taken at home, in the drop down box please select **“Update Medical Condition Information Only”**
10. Follow the prompts and instructions for completing the remainder of the form
11. **“Submit”**

If you have any questions or concerns please do not hesitate to contact our office at (780) 998-7777.