

AUTHORIZATION FOR MEDICATIONS TO BE TAKEN DURING SCHOOL HOURS

The following section is to be completed by the Parent/Guardian:

Child's Name _____ Sex M / F Date of Birth _____

Physician's Name _____

Physician's Address _____

Physician's Phone Number _____

I request that my child be assisted in taking the medicine(s) described below at school by authorized persons, as authorized by me and my physician (see below):

Date Parent/Guardian Signature Phone # Emergency phone #

The following section is to be completed by the Physician:

Diagnosis for which medication is given: _____

Name of Medication: _____

Form: _____ Dose: _____

If medication is to be given daily, at what time? _____

If medication is to be given PRN, describe indications: _____

How soon can it be repeated? _____

List significant side effects: _____

Length of time this treatment is recommended: _____

Date: _____ Physician's signature _____

Please stamp, scan and email this to the School Nurse:

RULES FOR ADMINISTERING MEDICATION

Administration of medication is not normally a function of the school. However, some children with chronic illness and specific disabilities may require medication during the regular school day. Therefore, the following regulations will govern the dispensing of medication in school.

- The administration of medication to pupils shall be done only in exceptional circumstances when the child's health may be in jeopardy.
- The parent or guardian should provide a written request for the administration of the prescribed medication at school.
- Written orders are to be provided to the school from the private physician, detailing the diagnosis or type of illness involved, the name of the drug, dosage, time of administration and the side effects.
- Parents must bring in medication to the school nurse in the original container, appropriately labeled by the pharmacy or physician. Parents must pick up the medication at the end of the school year.
- The school physician should review and approve, in writing, the orders of the private physician.
- The school should provide a secured, locked space for the safe storage of medications. Prescription drugs should be kept locked at all times.
- The certified school nurse or parent/guardian is the only person permitted to administer medication in the schools.
- The school nurse must maintain the records or documents for administering medication to students.