

PARENT'S REQUEST FOR ADMINISTRATION OF MEDICATION

Since it is necessary for my child to receive medication during school hours, I request that the medication be administered to my child in accordance with school policy and our physician's instructions below.

Parent's Signature

Date

PHYSICIAN'S REQUEST FOR ADMINISTRATION OF MEDICATION

STUDENT: _____ GRADE: _____

ADDRESS: _____ D.O.B. _____

DIAGNOSIS: _____

PRESCRIBED MEDICATION: _____

DOSAGE OF MEDICATION: _____

TIME & METHOD OF ADMINISTRATION: _____

POSSIBLE REACTIONS TO MEDICATION: _____

CONTINUE MEDICATION FROM: _____ TO: _____

COMMENTS:

PHYSICIAN'S SIGNATURE

DATE

PHYSICIAN'S ADDRESS

TELEPHONE

POLICY FOR ADMINISTRATION OF MEDICATION TO STUDENTS IN SCHOOL

The administration of prescribed medication to a student during school hours is permitted only when the medication is necessary to allow the student to attend school or when failure to administer the medication would seriously affect the student's health.

The following guidelines will be observed:

1. Parent(s) or person(s) in a parental relationship must present a note from the family doctor containing the following information: student's name and date of birth, name of the medicine, dosage and time to be administered, and list of possible side effects. This note will be kept on file in the Health Office.
2. Parent(s) or person(s) in a parental relationship must give the school nurse, teacher, principal, or other school staff written permission to administer the medication. This note will be kept on file in the Health Office.

NOTE: Forms for the physician and the parent to sign are on the reverse side of this sheet.

3. A medication request form must be filed with the School Nurse.
4. An **adult must bring** the medication to school in the original container. Students are not permitted to carry medication back and forth to school.
5. The administering staff member will clearly label the medication with the time to be given and dosage.
6. The medication shall be kept in the School Nurse's office in a locked drawer or file and separate from any supplies for emergency care.