



Request for Administration of Medication

Dear Parent/Guardian,

Some children need the administration of medication in order to function in the classroom. Ideally, this should take place at home. If your child's medication schedule cannot be altered and administered from home, you can request the medication to be given in school by visiting the School Nurse.

To administer medication at school, the School Nurse requires the following:

1. A Care Plan signed and dated by your child's health care provider indicating the specific medication to be administered, the dosage, and the frequency throughout the school day.
2. A Request for Administration of Medication Form signed by the parent or legal guardian.
3. The medication, properly labeled and packaged by a Registered Pharmacist.

Students are not permitted to transport medication to and from school. The medication must be brought to the school by a parent or legal guardian. The medication bottle must have Saf-T-Closure Cap and the label must include:

- Patient Name
- Name of Medication
- Instruction for Administration
- Prescription Date (current)
- Dosage
- Name of Prescribing Health Care Provider
- Pharmacy Date
- Prescription Number

This procedure must be repeated each school year and each time there is a change in dosage. Parents/guardians must pick up unused or expired medication in person on the last day of school. Any medication not picked up on the last day of school will be destroyed.

Student's Name: _____

Parent/Legal Guardian's Name: _____

I authorize licensed school personnel to administer the indicated medication as prescribed by my child's health care provider, whose signature is attached to this form.

I authorize the School Nurse to communicate with my child's health care provider, and my health care provider to reply, as needed, regarding my child's health, including medication.

Signature

Date

*** Attached Care Plan Signed by Student's Health Care Plan Provider ***