



# REQUEST TO ADMINISTER MEDICATION AT SCHOOL

**Medication Administration Policy:** Written authorization from BOTH the parent or guardian AND the physician or licensed prescriber must be received before ANY medication can be administered. *It needs to be renewed annually or whenever the medication changes.* High School students who wish to self-carry non-prescription, over-the counter approved medications must complete Self-Administration Authorization Form.

**Note:** Medication is to be supplied in the original UNOPENED over the counter bottle or in the dispensed prescription bottle. Ask the pharmacist to divide prescriptions into 2 completely labeled bottles: one for home and one for school.

Name of Student \_\_\_\_\_ Birthdate \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Medical Diagnosis \_\_\_\_\_

**Medication** \_\_\_\_\_

**Dosage** \_\_\_\_\_

**Time/Frequency** \_\_\_\_\_

Side effects of Medication \_\_\_\_\_

What observable effects do you wish reported to you? \_\_\_\_\_

Start date \_\_\_\_\_ Stop date \_\_\_\_\_

School has permission to administer a missed dose following parental consent.

\_\_\_\_\_  
Print Name of Physician/Licensed Prescriber

\_\_\_\_\_  
Signature of Physician/Licensed Prescriber

\_\_\_\_\_  
Physician Clinic Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

1. I request medication to be given at school as prescribed by a physician/licensed prescriber.
  2. I release the school personnel from liability in the event of any reaction that results from the medication.
  3. I give permission for the LSN/HEA to consult/communicate with the above named student's physician/ licensed prescriber and pertinent school personnel regarding my student's health condition, medication action, and side effects.
  4. I give permission to delegated licensed school personnel to administer medication on field trips.
- \_\_\_\_\_  
Parent/Guardian Signature
- \_\_\_\_\_  
Date

\*This form must be signed by both the physician/licensed prescriber AND the parent/guardian before medicine will be given  
(OVER)