

PARENT INFORMATION SHEET
ON SCHOOL MEDICATION POLICY

Physician Authorization for Medication:

1. No medication, prescription or nonprescription i.e.: Tylenol, aspirin, or cough drops, can be given at school without a written Physician Authorization For Medication Form (PA Form) filled out completely and correctly by the physician and signed by the physician.
2. It is the parent's responsibility to take the PA Form to the physician and ensure that it is filled out correctly, completely and signed by the physician.
3. If the medication is ordered PRN, as needed, the frequency (i.e. bid, every 4 hours) and under what conditions it should be given (i.e. cough, headache) must be noted.
4. The student name on the PA Form should match the name on the school records.
5. Only one medication per PA Form.
6. The PA Form must also be signed by the parent or guardian granting the school permission to assist in the administration of the medication.
7. When the Health Paraprofessional receives the PA Form it should be signed and dated as received. The PA Form should also be reviewed and signed by the Principal and the School RN.
8. A new PA Form is not needed when a medication is refilled UNLESS the medication dosage or time is changed from the previous order.
9. A new PA Form is required each school year.

NOTE: Prescription medication can be given for two days with a written note from the parent or guardian however the PA Form must be completed and returned to school by the third day. The medication will not be given on the third day unless the form is returned correctly filled out and signed by the physician and parent.

Medications:

1. Medication should be brought to school by the parent and MUST be in the original container as dispensed by the pharmacist and labeled to match the physician's orders as follows:
 - Student's name
 - Name of the medication.
 - Directions concerning dosage.
 - Time of day to be taken.
 - Physician's name.
 - Date of prescription with current expiration date.
2. The label should **not** be altered in any way.
3. Nonprescription medication must be in its original bottle with the label intact.
4. All non-emergency medications are to be given in the clinic unless student is off campus on school sponsored activity.
5. The parent must provide any additional equipment needed for medication administration i.e.: nebulizer, spacer, dosage cup, applesauce etc.
6. The maximum number of doses allowed for any one medication that's considered a schedule II controlled substance, i.e. narcotic, is five (5). If a student requires continued treatment the parents must supply no more than five (5) doses at a time.

NOTE: All medication should be given at home the first time. If given at school the first time, the student should be observed carefully for 30 minutes, because of the possibility of an allergic reaction. This can happen at any time with any medication, especially antibiotics.

When the medication bottle is empty it will be returned home for refill if needed. **No medication will be sent home with the student**, exceptions will require approval by the principal and school RN. An adult family member may retrieve medication from the school at any time. Medication may/will be destroyed by the Health Paraprofessional if it is not picked up within I (one) week following termination of order or 2 (two) days beyond the close of the school year.

I UNDERSTAND THAT I MUST FOLLOW THE ABOVE REQUIREMENTS FOR MY CHILD TO BE ABLE TO TAKE MEDICATION AT SCHOOL. I ALSO UNDERSTAND THAT A HEALTH PARAPROFESSIONAL AT MY CHILD'S SCHOOL WILL ADMINISTER THE MEDICATION AS IT **IS ORDERED BY THE PHYSICIAN ONLY** AND IT IS MY RESPONSIBILITY TO TAKE THE AUTHORIZATION FORM TO THE PHYSICIAN AND ENSURE THAT IT IS FILLED OUT CORRECTLY, COMPLETELY, AND SIGNED BY THE PHYSICIAN.

Student Name

Parent/Guardian Signature

Date