

Medication Administration Form

If this form is properly completed and returned to the school principal, the designated staff member may assist parents when their child’s physician has prescribed medication for the child. The medication will only be given if it is delivered to the principal or his/her designee in the original bottle, labeled with the child’s name, dosage, physician, pharmacy, and name of the drug.

Student’s Name _____ Birth Date _____

School _____ Grade _____

Statement of Physician

Medication _____ Date of Prescription _____

Physician’s Name _____ Phone Number _____

Allergies _____

Dosage and Time of Administration _____

Illness Requiring Medication _____

Possible Medication Side Effects _____

Physician’s Signature _____

Physician’s Address _____

Statement of Parent/Guardian

The undersigned hereby releases and agrees to hold harmless and to indemnify the employees from any liability whatsoever occasioned by the administration or non administration of the above instructions.

The undersigned also authorized the prescribing physician, named above, to discuss with the principal or his/her designee any matter regarding the medication to be administered.

Signature of Parent/Guardian

Home Phone

Work Phone

Date

The administering of medication by the staff of the school system to students shall be permitted if it is not feasible for the parent, guardian, child's physician, or some other person authorized by the parent or guardian to administer the medication. In the event the administering of medication to a student during school hours is necessary, the school must provide control and supervision of the administration of the medication as detailed below .

1. The principal/head teacher or a staff member (having informed and secured approval by the principal) shall be responsible for administering medication to students and storing all medication. All medications must be stored in a secure, locked, clean container or cabinet accessible only to the responsible authorized school personnel.
2. All medications must be brought to the principal or staff person responsible for administering them in the original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the time for each dose.
3. Any student who must have medication administered during school hours as a condition of being able to attend school without endangering his health or who is taking medication for a period of time exceeding 20 school days, shall file with the principal of the school a medication authorization, signed by the parents or legal guardians of the student, and in a form prescribed and made available by the Conference K-12 Board of Education and attached to this policy. The form shall provide clear instructions from the prescribing physician as to the method or manner such medication is to be administered, including the quantity or dosage to be administered and frequency, together with any potential reaction or other cautioning instructions in connection with the usage of the drug. The medication will be administered only in accordance with the written instructions from the child's physician. The parents or guardians shall authorize the staff member administering the medication to correspond directly with the child's physician in the event the staff member deems it appropriate or necessary. (See attached forms.)
4. The staff member administering the medication shall be responsible for maintaining a log for each student specifying the name of the student, the name of the medication, the date, time and amount of each dosage and any reaction by the student to the medication.
5. Medication Related Emergencies:
 - a. An allergic reaction to medication can happen at any time, no matter how long the child has taken the medication. The most common symptoms are rash, itching, swelling, breathing problems, nausea, diarrhea or bluish color of skin.
 - b. Call the parent and/or school nurse immediately. If the situation is life threatening, call the local ambulance service (911).
 - c. Never leave a child who is suspected of having an allergic reaction unattended.

Non-prescription medications such as aspirin, cough medications, over-the-counter allergy medications, etc. may NOT be administered to students by school staff. Only the licensed school nurse may dispense non-prescription medications. Students may self-administer non-prescription medicines provided they bring one or two days' dosage rather than a whole bottle.

Procedures requiring invasion of the skin are to be performed only by a licensed medical practitioner.

Medications should be given at **home** when possible. Emergency medication must be administered as per written protocol, approved and signed by a physician or health officer and parent.

Individual protocols are needed to address those students with a history of systemic reaction to known allergens. Schools should develop emergency plans of action to address allergic reactions occurring in students with no previous history of anaphylaxis.

This policy does not supersede state governmental policies.

Daily Log for Medication(s)
Intended for individual student records

School _____	Week of _____					Week of _____					Week of _____					Week of _____				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
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