

# Request for Medication to be Given During School Hours

## Macon County Schools

Policy Number: 421

This form must be completed fully in order for schools to administer medication. A new medication administration form must be completed for each school year for each medication, and each time there is a change in dosage or time of administration of a medication.

- Prescription medication MUST be in a container labeled by the pharmacist or physician.
- Non-prescription medication MUST be in the original container with the label intact.
- An adult MUST bring the medication to the school.
- The school nurse (RN) will call the physician, as allowed by HIPPA, if a question arises about the child &/or the child's medication.

### Physician's Authorization

Name of Student: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

1

Medication Name: \_\_\_\_\_ Dose: \_\_\_\_\_ Route: \_\_\_\_\_ Time/Frequency of administration: \_\_\_\_\_  
If PRN, frequency: \_\_\_\_\_ Side Effects/Contraindications: \_\_\_ None, or specify: \_\_\_\_\_  
If PRN, for what symptoms is medication indicated: \_\_\_\_\_ Condition for which medication is prescribed: \_\_\_\_\_

2

Medication Name: \_\_\_\_\_ Dose: \_\_\_\_\_ Route: \_\_\_\_\_ Time/Frequency of administration: \_\_\_\_\_  
If PRN, frequency: \_\_\_\_\_ Side Effects/Contraindications: \_\_\_ None, or specify: \_\_\_\_\_  
If PRN, for what symptoms is medication indicated: \_\_\_\_\_ Condition for which medication is prescribed: \_\_\_\_\_

3

Medication Name: \_\_\_\_\_ Dose: \_\_\_\_\_ Route: \_\_\_\_\_ Time/Frequency of administration: \_\_\_\_\_  
If PRN, frequency: \_\_\_\_\_ Side Effects/Contraindications: \_\_\_ None, or specify: \_\_\_\_\_  
If PRN, for what symptoms is medication indicated: \_\_\_\_\_ Condition for which medication is prescribed: \_\_\_\_\_

This order is valid Beginning: (Date) \_\_\_\_\_ Ending: (Date) \_\_\_\_\_

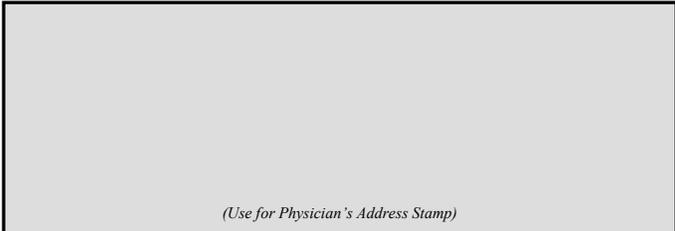
School: \_\_\_\_\_

Physician's Contact Information or Stamp:

Physician's Name/Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_



(Use for Physician's Address Stamp)

**Physician's Signature** : \_\_\_\_\_ Date: \_\_\_\_\_

A verbal order was taken by School Nurse (RN) for above medication: \_\_\_\_\_ Date: \_\_\_\_\_  
School Nurse Signature

### Parental/Guardian Authorization

I request that the school nurse, or designated school personnel, administer the medication as prescribed by the above physician. I certify that I have legal authority to consent to medical treatment for the student named above, including administration of medication at school. I hereby release the Macon County Schools Board of Education, and their agents and employees from all liability that may result from my child taking this medication at school. I understand that an adult must bring the medication to school, and at the end of the year, pick up any remaining medication. Otherwise, remaining medication will be discarded. I authorize the school nurse to communicate with the health care provider as allowed by HIPPA, and with school staff per FERPA guidelines.

**Parent/Guardian Signature** : \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

#### SELF CARRY – SELF ADMINISTRATION OF EMERGENCY MEDICATION: AUTHORIZATION & APPROVAL

Self carry/self administration of **emergency** medication, for example: EpiPen, Inhaler, Diabetes/Seizure Medications, may be authorized by the physician, parent/guardian, and must be approved by the School Nurse according to Medication Policy. **This student has been trained, can demonstrate the ability to administer medication as instructed, and is approved for self carry/administration of the above medication.**

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Nurse Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Order reviewed by the School Nurse: \_\_\_\_\_ Date: \_\_\_\_\_  
School Nurse Signature

cc: Principal, Teacher (as indicated)