



Diocese of Savannah Administration of Medication Consent Form

Medications must be dropped off at school and picked up by the parent or a designated adult at the end of the school year. Any medications not picked up will be destroyed.

OVER-THE-COUNTER MEDICATION

Fill out and return to school with a **NEW, UNOPENED** container of age- and dose-appropriate medicine.

Student: _____ DOB _____ Grade/ Teacher: _____

Medication: _____ Dosage: _____ Expiration date: _____

Purpose: _____ Times to be given: _____

Dates to be given: _____

Allergies: _____ Special Instructions: _____

Parent/Guardian current daytime phone number: _____

I have read the medication label, and my child does not have any health problem that could be made worse by taking this medicine. My child is not taking any other medication at home that could interact with this medicine and cause unwanted side effects. I will notify the school in writing if I want this medicine stopped. Otherwise, I understand that it will be kept in the clinic/school office and will be administered as indicated for the current school year by a school nurse or designated employee.

Signature of Parent/Guardian

Daytime Phone #

Date

PRESCRIPTION MEDICATION

To be completed by the prescribing physician.

I authorize school medical personnel at **St. Peter the Apostle** Catholic School to administer the following prescription medication.

Student: _____ DOB _____ Grade/ Teacher: _____

Medication: _____ Dosage: _____ Expiration date: _____

Purpose: _____ Times to be given: _____

Dates to be given: _____

Doctor's name & phone: _____

Signature of Physician	Date
Number of pills sent to school: _____	
Allergies: _____	
Special Instructions: _____	

Return this completed form to school with your child's medicine in the most current Pharmacy's ORIGINAL container WITH prescription label.

May we have permission to contact the Doctor's office to clarify this medication order? ☐ YES ☐ NO

Signature of Parent/Guardian

Date

ADMINISTRATION OF MEDICATION

Administration of Medication: A school nurse, or in the absence of such nurse, an administrator or designated school employees, may administer medicine(s) to students when authorized in writing by the student's parent or guardian as provided by law.

General procedures for the administration of medication:

1. Written authorization must be on file in the school clinic or office before the school nurse or designated school employees may administer any medication to a student. The parent(s) or the person having legal custody or the legal guardian of a minor may sign the authorization form.
2. Each school in which any medicine is given shall keep a record of the name of the student to whom the medicine was administered; the date the medicine was administered, the name of the person who administered the medicine and the type or name of the medicine which was administered.
3. Medicine to be administered shall be kept in the school clinic or office, properly stored and not readily accessible to persons other than the persons who will administer the medication.
4. For incidents of major concern, or questions regarding the administration of any medication, every effort will be made to contact the parent or guardian. The nurse's

professional discretion will be used to determine if the administration is in keeping with the health and well-being of the student and sound medical practice.

Specific procedures for the administration of medication:

1. It is the responsibility of the parent/guardian having legal custody of the child to provide any medication to be given at school.
2. No controlled substances (such as hydrocodone, Percocet, Tylenol #3) will be given at school without a specific doctor's order stating the med must be given during school hours.
3. Prescription medicines must be brought to school in the original prescription container labeled with: the date, name of the prescriber, the name of the student, the name and dosage of the medication, directions for administration and the name and phone number of the pharmacy.
4. Sample drugs must be accompanied by a physician's written order, specifying the dosage, the frequency and directions for administration.
5. Non-prescription medicines must be brought to school in an unopened, original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration, i.e. oral, nasal, side effects/contraindications and other directions as appropriate. The medicine must be age and dose appropriate.
6. A new authorization form must be completed for any change in medication.
7. All medication to be given at school must be kept in the school clinic or office, regardless of the student's age. Exceptions are made for asthma inhalers or medication for life-threatening conditions, which may be carried by a student **after** the school receives a letter from the parent/guardian and the physician stating that it is necessary for the medicine to remain with the student. Authorization must include that the student has been trained and is proficient in self-administration of the prescribed medication. School personnel shall not be responsible for any adverse reaction suffered by the student as a result of self-medication.
8. Non-prescription inhalers for asthma will **not** be given at school.
9. Non-prescription medication that needs to be given daily or longer than the manufacturer's recommendation for use must be accompanied by a physician's written order.

10. Requests from parents/guardians to increase the dosage of any medication beyond that listed on the label will **not** be honored without written confirmation from the physician.
11. Because of the potential for harm to children or teenagers who are suffering from viral illnesses such as influenza, chicken pox or colds – no aspirin or aspirin-type products will be given at school.
12. In the absence of **either** the written authorization from the parent/guardian, **or** medication in the properly labeled container, no medication will be administered. Every effort will be made to notify the parent/guardian.