

**MEDICATION ADMINISTRATION RELEASE FORM  
AND DISTRIBUTION RULES**

DATE: \_\_\_\_\_

I request that you give medication to my child during the school day in accordance with board policy printed below. You are authorized to delegate this authority to another person, if so desired. I will not hold the school staff responsible for any undesired reaction which may occur from the medication.

I agree to pay for ambulance service if used to transport my child from school to the doctor or hospital should he/she have a reaction to the medication.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Time to be given: \_\_\_\_\_ For treatment of the following illness: \_\_\_\_\_

In case of emergency call: \_\_\_\_\_ Phone #: \_\_\_\_\_

Hospital to be called: \_\_\_\_\_ Phone #: \_\_\_\_\_

Doctor to be called: \_\_\_\_\_ Phone #: \_\_\_\_\_

**MEDICATION POLICY**

1. The medication must be in the original container with child's name on the prescription.
2. The Prescription cannot be altered in any way, i.e. written on.
3. No medication to be given three (3) times daily or less will be administered at school.  
EXCEPTION: Medication used to treat ADD/ADHD
4. All medication used to treat ADD/ADHD will be given during the child's lunch break unless specifically stated differently on the prescription. The morning dose should be administered at home unless 8:00a.m. is specifically stated on the prescription.
5. **No over-the-counter drugs will be given at school as school personnel are not trained to determine when medications are needed and this is a form of prescribing. If it is necessary to take an over-the-counter medication at school, it must be prescribed by the student's physician – a doctor's note will be accepted. The medication must be provided by the parent.**
6. The consent form must be signed before any medication will be given at school. **HANDWRITTEN NOTES OR PHONE CALLS ARE NOT ACCEPTABLE.**
7. Medication must be brought in by a parent. **MEDICINE BROUGHT TO SCHOOL BY A STUDENT WILL BE CONFISCATED AND WILL NOT BE ADMINISTERED. TRANSPORTATION OF MEDICINES ON SCHOOL BUSES IS STRICTLY PROHIBITED.**
8. Medication brought to school in a container that is too large for our storage container may be placed into a smaller container. The original label will be removed and placed on the new container.
9. **Any medication not picked up by the last day of school will be discarded.**

I have read the medication policy and agree to its terms.

\_\_\_\_\_  
Parent Signature