

Authorization for the Administration of Medication by School Personnel

As required by Section 3313.713 Ohio Revised Code

Student Name

Date of Birth

PARMA HEIGHTS CHRISTIAN ACADEMY

School

Grade

Teacher

PARENT/GUARDIAN SECTION

Please review the following steps required for permission of school personnel to administer any medication to your child and sign this section:

1. Both the parent (top section) AND the licensed prescriber (bottom section) must complete this form.
2. Medication must be provided in the student's labeled prescription bottle. (The pharmacy may provide an extra bottle for long-term medication). The prescription label must match the instructions from the prescriber. If it is a non-prescription or over-the-counter medication, it must be in the original container.
3. New forms must be submitted each school year AND for each new medication. New forms must be submitted when any changes in the original form occur (for example, changes in the dose, time, etc.)

I request that medication be administered to my son/daughter according to the directions of the licensed prescriber in the following section. I also authorize the exchange of information between the health care provider and the school regarding this medication order when deemed necessary by school personnel.

Signature of parent/guardian

Date

LICENSED PRESCRIBER SECTION

I verify that this medication must be taken by: _____

Name of Student

Diagnosis for which medication is prescribed

Medication

Strength

Dose

Time medication is to be taken

Administration start date

Expiration date

Instructions or precautions, including possible side effects

Signature of licensed prescriber

Date

Printed name of licensed prescriber

Phone # of licensed prescriber

Address of licensed prescriber

Licensed prescriber may fax their authorization to 440-886-5748

Administration of Medication – Parent Information

Many students are able to attend school regularly only through the effective use of medication in the treatment of disabilities or illnesses. Whenever possible, administration of medication at home is strongly encouraged.

When a student is required to take medication at school because no alternative is available, the following strict guidelines based on the Ohio Revised Code and the school district policy will be followed:

1. A request form for each medication must be completed and signed by the student's licensed prescriber and be delivered to the school before medication will be administered to a student. This includes over-the-counter medication as well as prescription medication.
2. Parent/guardian must sign the parent section of the request form prior to medication administration.
3. Parents/guardians shall agree to:
 - a. Deliver medication to school; no student shall carry medication in backpacks, pockets or in hand. An exception may be made for emergency medications which the licensed prescriber has designated may be carried by the student.
 - b. Send wallet size photo of your child to school for identification purposes.
 - c. Notify school if there is a change of licensed prescriber.
 - d. Submit a revised request completed AND signed by the licensed prescriber who prescribed the medication if ANY information on the original request changes.
4. Notes from parents/guardians will not be accepted in lieu of the licensed prescriber's request.
5. New request forms will be submitted each school year and may be obtained in the school office.
6. Medication must be received in the container in which it was dispensed by the pharmacist and labeled with:
 - Student's name
 - Name of medication
 - Dosage and route of administration
 - Time of administration
 - Licensed prescriber's name
 - Pharmacy name and phone number
7. The pharmacist will divide medication into separate containers for home and school upon request. Medication sent to school in any other container will not be administered.
8. Over-the-counter medication must be in the original container and be clearly marked with student's name.
9. Empty medication bottles will be sent home with the student and parents will be called to give notification of the need for more medication. Parent/guardian or other responsible adult will deliver replacement medication to the school office. Medication must never be sent to the office via a student.
10. All students are responsible for coming to the school office at the time the medication is to be administered. Medication will be administered by designated school personnel according to the school medication procedure which provides for safe administration and storage of all medications.
11. A medication record will be kept on each student and will become part of the student's confidential school health record.
12. The school nurse will act as a consultant, and will be contacted when there are any questions about the medication, its administration or side effects. No medication will be administered at school if there are any unanswered questions.
13. At the end of the school year or when the medication is discontinued, parent/guardian is to pick up remaining medication by the last day of school. Medication that is not picked up within the allotted time will be discarded.