



2.11A Authorization to Administer Medication at School **Instruction Sheet**



PURPOSE STATEMENT

To obtain parent/guardian authorization and physician has written instructions to allow site staff to administer medication while at school.

TIMELINE

This form will be completed during enrollment or as soon as the need to administer medication while at school has been determined.

STAFF RESPONSIBLE

Family Service Advocate, EHS Teacher, Family Services Supervisor, Site Supervisor/Assistant Site Supervisor

INSTRUCTIONS

- Staff fills in name of the child, date of birth, site name, and site phone number prior to giving form to parent.
- Staff asks parent/guardian to bring form to the child's physician for completion. NHA staff may also fax the form to the physician, along with a completed and signed Authorization to Release Information form for that medical provider.
- Physician will complete the following:
 - Name of Medical Condition; Name of Medication; Dosage and Frequency (When to Take and How Often); Possible side effects of medication and intervention instructions; Period of time medication is to be given: Begin Date/End date (end date should not be more than one year from the begin date)
 - Physician signature and contact information: Printed name, Signature of physician, clinic address and phone/fax numbers, and date form was completed. An official stamp may be used to provide address and phone/fax numbers. However, the physician completing the form must always write a signature and date on the form.
- After the physician has signed the form, the parent/guardian must authorize the administration of the medication at school by reading, filling out, and signing the "Parent Authorization to Administer Medication at School" portion of the form. The parent/guardian also includes his/her address in this section.
- Once the form is returned, staff will review for completion and clarity of instruction.



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- Any child receiving medication at school must have an Individual Health Plan (IHP) completed prior to the child attending school with the new medication.
- A Medication Intake form must be completed for each medication before staff take possession of the medication.
- The completed form is placed in front of the IHP in Section 2 of the Child File.

2nd YEAR ENROLLEE ONLY:

- In order to ensure accuracy and maintain a safe environment, a new Authorization to Administer Medication form as well as IHP form must be completed each year for every child in the program.