



2.9 Medication Intake Form **Instruction Sheet**



PURPOSE STATEMENT

The medication intake form has been created to ensure that medications are current and match the Authorization to Administer Medications at School form information/instructions so that medication is safely administered at school.

TIMELINE

This form is completed as soon as the need to administer medication at school has been determined and before staff takes possession of the medication from parent/guardian as well as before the child's first date of attendance or return to school date (if the need for medication is identified during the school year).

STAFF RESPONSIBLE

Family Service Advocate, Early Head Start Teacher, Family Services Supervisor, Site Supervisor/Assistant Site Supervisor

INSTRUCTIONS

- Staff fills in the child's name, date of birth, date the form is completed, name of medication, and medication expiration date.
 - If medication expiration only has a month and year, fill in "XX" for the day.
- A new form must be completed for each medication that is received, including replacements for expired medications.
- Staff will need to refer to the Authorization to Administer Medication at School form in order to answer some questions on the form.
- Staff may only accept medication if they are able to answer "YES" to all of the questions on the medication intake form.
- If staff is not able to answer "YES" to all of the questions on the intake form, they must notify the parent/guardian of missing information and/or discrepancies.
 - The parent/guardian is informed that all items must be completed or corrected before the child's first date of attendance or return to school date (if the need for medication is identified during the school year).
- Staff review and sign the form before accepting the medication.
- Note: For some items on the form, there is an explanation for how to handle Over-the-Counter medications as these medications will usually not have a label from the pharmacy showing the child's information and doctor's specific dosage instructions.