

School Health Services Program
AUTHORIZATION FOR ADMINISTRATION OF MEDICATION

Dear Parent/Guardian/Responsible Person and Physician:

Whenever possible, your child should take their medication during non-school hours. If medication is needed while in school, the following requirements must be met on the first day that the student is to receive medication:

1. The parent/guardian/responsible person (student or adult 18 years or older) must submit to the school nurse a completed Medication Plan, without deletions or changes. This will be kept on file in the Student's Health Record. You are responsible for obtaining the required medication information from a licensed health care provider. Medication will not be given without a completed Medication Plan.
2. A completed Medication Plan including the parent/guardian/responsible person's signed consent (part 1) and licensed health care provider's signed authorization (part 2) must be in place before the student can receive medication at school.
3. Medication Plans are effective 1 calendar year from the date signed by the licensed health care provider, unless noted otherwise.
4. The parent/guardian/responsible person shall submit a new Medication Plan to assigned Children School Services (CSS) personnel or the trained school employee whenever there is a change in the Medication Plan, to include medication strength, dose, route, time and frequency.
5. A separate Medication Plan shall be submitted for each medication to be given at school.
6. All prescription medication must be properly labeled by the pharmacist. The label must include:
 - Student's name,
 - Name and strength of medication,
 - Dose and time medication is to be given,
 - How the medication is given (or delivered) and
 - Date medication was prepared
7. Over-the-counter medication must be authorized by a licensed health care provider, must be received in the original manufacturer's container and labeled with the student's name. A pharmacy label is not required. Nurse will review these medications to ensure correct labeling, correct medication, and current date does not exceed the manufacturer's expiration.
8. The first day's dose of any new medication must be given at home.
9. Medications must be brought to school by the parent/guardian/responsible person and received by authorized personnel (a CSS employee or the trained school employee).
10. All medication kept in school will be stored in a secured area for only authorized a personnel. CSS and District of Columbia Public or Public Charter Schools personnel will not assume any responsibility for possible loss of student medication.
11. Within 1 week of the expiration of the medication or licensed health care providers Medication Plan, the unused portion of the medication must be collected by the parent/guardian/ responsible person or it will be destroyed.
12. School or CSS personnel will not assume any responsibility for unauthorized medication or medication to oneself by the student.