

**SMITHVILLE R-II PUBLIC SCHOOLS  
Medication Authorization Form**

Date \_\_\_\_\_  
Teacher \_\_\_\_\_  
Grade \_\_\_\_\_

**For Prescription and Non-Prescription (Over-the Counter) Medications  
Medication to be dispensed at school should be kept at a minimum.**

\_\_\_\_\_ is being treated under my supervision and needs the following medications to be taken at school and at the following time(s) of the school day.

Start date	Medication	Dosage	Time given	End date
1				
2				
3				
4				
5				
6				

**\*\* End Date** If applicable for students who will also be enrolling in summer school, please place an end date for this form to remain in effect

*I consent to allow district personnel to dispense medication to my child as provided in the above written guidelines.*

*I fully understand that the Board of Education, Smithville School District employees, and volunteers thereof shall not be held responsible or liable in the event of injury resulting from medication dispensed by the district.*

*I consent to allow my child to transport any (non-controlled) medication from school to home.*

*I fully understand that the Board of Education, Smithville School District employees, and volunteers thereof shall not be held responsible or liable in the event of injury resulting during transportation of medication from school to home.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

# Smithville School District Medication Guidelines

(Reference File: JHCD Administration of Medication to Students)

The Smithville School District health personnel are dedicated to providing the highest level of service to our students. Medications should be given at home whenever possible. Most medications prescribed for 3 times a day can be given before the child leaves for school, when the child gets home from school and at bedtime. However, a child's health care provider may deem it necessary for medication to be taken during school hours. All prescribed medication must be accompanied by written permission from a licensed physician.

## STUDENTS ON DAILY OR TEMPORARY PRESCRIPTION MEDICATION

Written or faxed orders from a physician licensed to prescribe and written permission from the parent/guardian must be provided for any prescription medication to be given at school.

Medication must be brought to school in the original container appropriately labeled by the pharmacy or licensed health care provider to include:

- a. Student's name
- b. Name of medication
- c. Strength
- d. Dosage schedule
- e. Route of Administration

For the safety of students, it is strongly recommended medications be delivered to school by an adult.

## OVER THE COUNTER MEDICATION

(Over the Counter Medication is limited to items such as Jr. Str. Tylenol, Jr. Str. Advil, cough medicine and cough drops-applies to elementary schools only).

- a. Non-prescription over the counter medication must be sent in the original container marked with students name and accompanied by a parent's authorization to administer.
  - b. Only the instructions on container will be followed unless the physician provides alternative instructions.
  - c. If a question should arise, the school nurse will have the right to refuse administration of the medication until further clarification is available from the parent/guardian and/or documentation from the physician is received.
1. The attached "Permission to Dispense Medication" form should be filled out by parents. The form should be returned on or before the first day medication is to be dispensed.
  2. Any change in the time or dosage of medication must be accompanied by a written request from the physician.
  3. It is the student's responsibility to come to the health room for assistance in taking medication.
  4. Narcotic medications (e.g. Tylenol with codeine, hydrocodone, etc.) will **not** be administered at school.
  5. If these procedures are not followed, medication may not be dispensed at school.
  6. Unused medication will be disposed of unless picked up within one week after the medication is discontinued and/or at the end of the school year.