



Ponca Public Schools

Authorization for Medication or Procedure Administration

Board Policy 6910

Student: _____ Birthdate: _____

School: _____ School Year: _____

Medication/Procedure, which cannot be managed at home, shall be administered at school when the following are on file at the school:

- Physician’s signed and dated authorization which includes the medication/procedure, dosage, route, and time to be given at school, dosage repeat, symptoms, and side effects.
- Parent/Guardian signed and dated authorization.
- Medication/equipment delivered to school in the original packaging.
- A prescription label must be attached to the medication container(s).
- Authorization orders must match the prescription label on the medication container(s).
- Annual renewal of authorization and immediate notification, in writing, of changes.
- Medication/equipment will be kept in a secured area and shall be administered by qualified staff.

Medical Provider Authorization Section (To be completed by medical provider)

The above named student is under my supervision. I have prescribed the following:

Name of Medication/mg or procedure	Dosage @ school	Route
_____	_____	_____
_____	_____	_____
_____	_____	_____

Time given @ school _____

Anticipated reactions/possible side effects _____

Physicians Signature: _____ Date: _____

Phone Number: _____ Fax Number _____

Parent Authorization Section

I request the above student be given the following while in school and school related activities. I understand the law provides that there shall be no liability for civil damages as a result of the administration of medication/procedure where the person administering the medication/procedure acts as an ordinary reasonable prudent person would under the same or similar circumstances.

Name of Medication/mg or Procedure	Dosage at School	Route
_____	_____	_____

Child’s Physician: _____

Parent’s Signature: _____ Date: _____

Phone Numbers: Home _____ Work _____ Cell _____

Student may _____ may not _____ carry and/or self-administer medications at school.

Ponca Public School

Student Medication Authorization Form

Dear Parent or Guardian:

Medications should be administered to students by their parents/guardians at home whenever possible. In the event this is not possible, proper written consent must be given to designated school personnel to administer medication. **Each medication requires a separate authorization form.**

For Nonprescription Medications:

Parent/Guardian written authorization is required.

For Prescription Medications:

Parent/Guardian written authorization and Practitioner written authorization is required.

No medication will be administered by school personnel or its agents until the consent forms are completed and on file with the school. Medication authorization and administration forms will be kept and stored confidentially.

All medication must be in the original container labeled with the student's name, correct dosage, time and quantity to be given. All prescription medication must be in the original container labeled from the pharmacy. All medication will be kept in a securely locked cabinet or storage area only accessible to those who have been given the authority to administer medications to students. Parents are responsible for bringing medication to school and picking up unused medication within 10 days after the medication is discontinued. Students are not allowed to transport their medication from school. School personnel who administer medications to students will have been provided orientation and training. By law, school personnel may not cut tablets. If your child needs to receive half a tablet, have this done at home or by the pharmacy filling the prescription. Current school policy does not allow non-FDA approved drugs (herbal medication) to be administered at school. Students who self-administer medication still need to have a medication authorization form on file at school. It is recommended that students carry no more than one-week medication supply. In accordance with the standards of nursing practice, the school nurse may refuse to administer or allow to be administered any medication, which, based on her/his assessment and professional judgment, has the potential to be harmful, dangerous, or inappropriate. In these cases, the school nurse shall notify the parent/guardian and licensed prescriber and the reason for the refusal explained.