

**Authorization for Medication**

TO: School Personnel at \_\_\_\_\_  
(school name)

RE: Administration of Medication to \_\_\_\_\_  
(student's name)

This notice is to inform you that \_\_\_\_\_, a student in  
your school is currently under my medical care and as a part of that care, this student  
must receive medication known as \_\_\_\_\_  
in accordance with the following instructions on dosage and administration.

I request and authorize you to administer this medication in accordance with the above  
instructions. These instructions remain in force until \_\_\_\_\_ unless  
you are otherwise notified by me. Problems concerning administration of this medication can be  
referred to me at:

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Date \_\_\_\_\_ Physician's signature \_\_\_\_\_

***Parent authorization***

We, as the parents of \_\_\_\_\_, request authorization  
from the Physician and give written permission to you, the school, to administer the medication  
described above in accordance with the instructions provided. We agree to notify you  
immediately of any change in circumstances concerning administration of this medication. My  
Physician has permission to fax medication information to my child's school as appropriate.

Parent signature \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_ Telephone \_\_\_\_\_

## Proper Procedure for Medication Taken at School

Prescription Drugs can be given at school if prescribed by a physician and ordered to be taken at school. The permission form to administer medication is to be filled out by the physician and parent. This form may be obtained through the school office. The medication must be brought to the office in the original container and the permission form to administer medication with it. According to Batesville Community School Corporation policy 6.0-31, a written order of a practitioner must accompany the medicine. The school may contact the physician if there are any questions regarding the medication ordered for the well being of the student.

Over the counter medication can be given at school. If given, the medication must be sent to school in the original manufacturer's package or container. The student's name must be on the medication package and a note from the parent. The note should contain: date, name of student, name of medication, and amount to be given, time to be given and the time this medication was last given. There are two ways a student may receive medication.

1. The student's parent may come to school and give the medication.
2. The school nurse or office personnel may give the medication only if the medication is accompanied by the above information.

Non FDA approved products, herbal/dietary products, medications purchased in foreign countries, or non-traditional preparations (including but not limited to: vitamins, supplements, homeopathic remedies and essential oils) will not be administered by school personnel. Medications will not be given if not prescribed by a medical physician.

All medications must be brought to the office immediately. It should not be kept in pockets, lockers, desks or backpacks. It is the student's responsibility to come to the clinic to take the medication. By State Law, I.C. 20-8.1-5.1-7.5 and 7-22 students from preschool to grade 8 are prohibited from carrying medications home. These students are not permitted to take home any prescription or over-the-counter medication which has been stored at school. An example would be an inhaler or antibiotic. The medication can be released to the parent or to an individual 18 years or older, who is previously designated in written form to remove such medication by the student's parents

According to the State Law I.C.20-8.1-5.1-7.5 and 7-22, students with certain acute or chronic diseases can carry and self-administer their own medications. This is permitted only if the medicine must be given on an emergency basis, and if a parent files and annual authorization, which includes a written statement from a physician stating that the student may do so.

If you have a question regarding a specific medical/medicine situation, please contact the school principal or school nurse.