

Authorization for Disbursement of Medication

The following section is to be completed by the PARENT:

SANTA FE CATHOLIC SCHOOL		Grade: _____	
Child's Name: _____		Sex: _____	Date of Birth: _____
Physician's Name: _____		Address: _____	
Telephone: () _____			
I request that my child be assisted in taking the medicine(s) below at school by authorized school staff.			
_____	() _____	() _____	_____
Date	Parent/Guardian Signature	Home Phone	Emergency Phone

The following is to be completed by the PHYSICIAN if medication is prescribed.

Diagnosis for which medication is given:
Name of Medicine:
Form:
Dose:
If medicine to be given at school, at what time?
If medicine to be given "WHEN NEEDED"?
Describe indications:
How soon can it be repeated?
List significant side effects:
Length of time this treatment is recommended:

Other Information

(Physician's/Nurse Practitioner's signature)

Date

Place office stamp here.

Format developed by: The American
College of Allergists

PARENTS MUST SUPPLY ALL MEDICATION IN THE ORIGINAL CONTAINER AND EXPIRATION DATE MUST BE CURRENT. THIS ALSO INCLUDES ALL OVER THE COUNTER MEDICATIONS SUCH AS; TYLENOL, ADVIL, ASPIRIN, ETC.

MEDICATION ADMINISTRATION POLICY

In order to ensure student safety and health, Santa Fe Catholic has established a policy for the administration of medications during school hours.

If your child must be given medication of any kind during school hours, including over the counter medications, you have the following choices:

1. You or someone chosen by you may come to school and give the medication to your child.
2. Complete the “Authorization for Disbursement of Medication” form. If a physician is prescribing the medication the physician must complete the bottom portion of the form and signature is required. Also the top portion must be completed with a parent/guardian signature. If medication is over the counter medicine only the parent/guardian portion must be completed. Once the form is completed and returned to the school office, medication may be given.
3. You may choose to discuss with your doctor/nurse practitioner a schedule for giving medication outside of school hours.

School personnel are not allowed to give any medication to students unless they have received a completed “Authorization for Disbursement of Medication” form with the necessary signatures. The medication must be received in a properly labeled container, labeled with your child’s name.

If you have any questions, please check with the front office.

Thank you for your cooperation.