

Prescription Medication at School.

What Parents/Guardians need to know.



STEP ONE:

Per ISD 318 policy, two signatures on the Medication Administration Form are required before a student can be administered medications while at school: **The parent/guardian signature, and the prescribing Health Care Provider's signature.**

To better ensure student safety, we have updated our procedure to the following steps:

#1). The Medication Administration Form needs to be filled out.

Parents are encouraged to print the medication form prior to seeing their health care provider, have their provider fill out the needed information, and sign the form.

***Or if preferred, your medication provider can use their own form.**

- a. Having this form completed by the physician will ensure that your student can start receiving their medication at school immediately.

[Medication Form 2024-25](#)

STEP TWO

#2). Medications must be delivered to the health office by an adult, in the original container, labeled for the student by a pharmacist with the instructions on the label. **Prescription medications should never be carried into school by the student.**



STEP THREE

#3). If the Medication Form is not signed by the Physician:

a. The nurse can assist with getting the signature by faxing the order to the prescribing physician. (This could take a few days. Medications will not be administered until a fax has been returned from the prescriber.)

b. The parent/guardian has the option to ask the Pharmacy (where your student's medication is being filled) for a voided copy of the prescription order from the medication provider. The voided copy of the order can take the place of the Physician's signature on the form.

c. It should be noted that the medication will not be administered to your student until either a. or b. have been completed.

FINAL STEPS:

#4). The nurse will communicate to you the date that they are able to start administering your student medication.

#5). Please notify the school immediately, in writing, **of any change** to your student's prescription medication administration.

A new medication authorization form, along with an updated container label with new pharmacy instructions, will be required as well before any further medication can be administered.

Thank you. :)