

**PARENT'S REQUEST AND AUTHORIZATION TO ADMINISTER MEDICATION  
TO A PUPIL ATTENDING MOTHER SETON SCHOOL, EMMITSBURG, MD 2015-2016**

**TO BE COMPLETED BY PHYSICIAN**

<u>Name of Pupil:</u>	<u>Name of Medication:</u>
<u>Dosage &amp; Hours to be given during the School Day:</u>	<u>Expected duration of administration:</u>
<u>Can a reaction be expected? If so describe.</u>	
<u>Date Medication Started:</u>	<u>Physician's Signature:</u>
<u>Type or Print Physician's Name:</u>	<u>Type, or print physician's Address &amp; Phone Number:</u>

**TO BE COMPLETED BY PARENT (GUARDIAN)**

I hereby request and authorize the administration of prescribed medication as directed by the physician. I have read the procedures outlined below and agree to assume the responsibility as required.

<u>Name of Pupil:</u>	<u>Date of Birth:</u>
<u>Parent (Printed) Name:</u>	<u>Relationship To Pupil:</u>
<u>Signature of parent:</u>	<u>Date:</u>

**PROCEDURES**

- 1. No medication will be administered in school without the parent's (guardian's) authorization and physician's signature.**
- 2. The medication, properly labeled by a pharmacist, must be hand-delivered to the school by the parent. In NO circumstances will either the Health Department or school personnel administer medication brought to school by the pupil.**
- 3. THE FIRST MEDICATION OF ANY NEW PRESCRIPTION MUST BE STARTED OUTSIDE THE SCHOOL.**
- 4. The school must have on file in the pupil's health folder a statement from the physician including: (a) Name of the pupil; (b) Name of the medicine; (c) Dosage and hours to be given during the school day; (d) Expected duration of administration; (e) List of possible side effects, if any. THE PARENT IS RESPONSIBLE FOR OBTAINING THE PHYSICIAN'S STATEMENT.**
- 5. The parent is responsible for submitting to the school notification of any change in dosage or time of giving medication in writing from the physician.**
- 6. All medication kept in the school will be kept under lock and key accessible only to authorized administering personnel.**
- 7. The school will not assume responsibility for giving medication not prescribed by a physician.**