

**PARENT'S REQUEST AND AUTHORIZATION TO ADMINISTER MEDICATION  
TO A PUPIL ATTENDING MOTHER SETON SCHOOL, EMMITSBURG, MD 2017-2018**

**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.