

THE  
HABERSHAM SCHOOL  
*Established 2012*

**Authorization for Prescription Medication Administration**

*Part I - Parent or Legal Guardian to Complete (One Medication per Form)*

Student Name (Last, First, Middle): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Allergies (medications and others): \_\_\_\_\_

School Year: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Has student taken this medication before? Yes/No (If no, the first full dose must be given at home.)

I/We hereby request The Habersham School personnel administer medication as directed by this authorization. I/We are aware that non-medical personnel may be administering medication to our child. I/We hereby release The Habersham School and all of its employees of and from any and all liability in law for damages either we or our child may incur as a result of this request.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Phone(s): \_\_\_\_\_

*Part II - Medications*

Name of Medication: \_\_\_\_\_

Dosage of Medication: \_\_\_\_\_ Route: \_\_\_\_\_

Time(s) or interval between times to be given: \_\_\_\_\_

If medication is to be given on an as-needed basis, specify the symptoms or conditions when medication is to be taken and the time at which it may be given again.

Effective date: \_\_\_\_\_ Medication expires on: \_\_\_\_\_

Physician Name: \_\_\_\_\_ Physician Telephone: \_\_\_\_\_

## **Parent Info and Procedures Regarding Prescription Medications**

- The parent or guardian must transport medications to and from school.
- All prescription medications, including physician prescription drug samples, must be in their original containers and labeled by a physician or pharmacist.
- Over-the-counter medication must be in the original, sealed container.
- No medication will be accepted by school personnel without receipt of completed and appropriate medication forms.
- Any changes in the original medication authorization will require a new written authorization and a corresponding change in the prescription label.
- Within one week after expiration of the effective date on the physician order, or on the last day of school, the parent or guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.