

**Elementary School
Health Office**
Ext. 1343/1345
Fax: (570) 853-3092



**High School
Health Office**
Ext. 2347
Fax: (570) 853-3918

**PHYSICIAN/PARENT REQUEST FOR ADMINISTRATION OF MEDICINE OR
SPECIAL PROCEDURE BY SCHOOL PERSONNEL**

Special health care procedures and medications may be administered at school by school personnel when such treatment is necessary for school attendance and cannot be otherwise accomplished. This completed form, along with the medication and/or special equipment items are to be brought to the school by a parent in the original container appropriately labeled by the pharmacy (hint: parents may request that the pharmacist dispense two bottles of medication, one for home and one for school).

HEALTH CARE PROVIDER SECTION (ITEMS 1-9)

1. Student name: _____ DOB: _____ Grade: _____
2. Name of medication/procedure _____
3. Diagnosis/condition for which prescribed medication/treatment is required

4. Dosage and route of administration/instruction (include time schedule)

5. Precautions/possible side effects _____
6. Curtailment of school activities (sports/gym/recess, etc) _____
7. Other medications (prescribed) that student takes outside of school hours

8. Date of request _____ Date of termination _____
9. Identification of PA Licensed Health Care Provider

Health Care Provider's Name (PRINTED) / *Health Care Provider's Signature*

Health Care Provider's Address / *Health Care Provider's Telephone #*

PARENT SECTION

I the undersigned parent/guardian of _____, request
Student Name

that the above medication/procedure be administered to my child by the Certified School Nurse (CSN), staff nurse, or designee of the Principal as explained in the school medication policy.

Parent/Guardian Signature *Date* / *Telephone #*

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Medication Policy

When medication (prescription or over-the-counter) must be given during school hours, the medication must be accompanied by a parent note and a Pennsylvania Licensed Medical Professionals' order (i.e. doctor, physicians assistant, nurse practitioner), indicating that it is medically necessary that the student receive the medication during school hours. State law requires a PA licensed provider order for all medication that comes to school annually.

Medication must be kept in and administered from the original container, properly labeled by the pharmacist. Medications are stored in a double-locked (refrigerated when necessary) medicine cabinet in the health office. Student photo identification will be added to the medication log for safety in identifying students receiving medication. If a student brings medication to school without providing written parent permission and a PA licensed provider order, the nurse will contact parents to review the policy. If parent contact cannot be made, the nurse will lock up the medication for safekeeping and send it home with the student with a written reminder notice to parents.

- ~ Medication will not be administered at school if all areas of the policy have not been met.
- ~ Unused medication may be obtained by parents at the end of its administration.
- ~ Unclaimed medication will be destroyed (with witness present) at the end of the school year.

A licensed nurse will be the only person to administer medication during the school day. If a medication is not given on time (i.e. within a 30 minute time frame), parents will be notified. In the event of a medication error (wrong student, wrong dose, wrong route, or other error), the Certified School Nurse, school administration, and parents will be notified. Field trips consisting of students who need medication may be accompanied by a nurse, or parents may be asked to accompany their child.