



AUTHORIZATION FOR MEDICATION ADMINISTRATION

- Prescription medication must be in the original container & clearly labeled with the student's name, medication, dosage and directions, name of prescribing physician.
- Non-prescription (over the counter) medications must be unopened, original container & not expired.
- Only FDA approved pharmaceuticals will be administered.
- All unclaimed medication will be destroyed at the end of the school year.

Student name: _____ **Date of Birth:** _____

Medication allergies: _____

Medication: _____ **Dose:** _____ **Route:** _____

Time(s) to be administered: _____

Reason for medication: _____

Start Date: _____ **End Date:** _____

Medication: _____ **Dose:** _____ **Route:** _____

Time(s) to be administered: _____

Reason for medication: _____

Start Date: _____ **End Date:** _____

Parent/Guardian Authorization: I give permission for district personnel to administer medication to my child in accordance with Texas Education Agency and District policies. I authorize the physician named below to release information regarding medication(s) my child will take during school hours, to KAPS Health Services, and for the school nurse to exchange information with the physician regarding medication and health related issues. I will notify the school immediately if the health status of my child changes, we change physicians, or the medication is changed or canceled. I understand it is my parental responsibility to furnish an adequate supply of this medication in the original and properly labeled container. I understand that school district personnel will protect my child by not administering the medication if this form is not complete or the prescribed medication is not provided.

Parent/Guardian signature: _____ **Date:** _____

Physician Authorization: I request and authorize that the student listed above receive this medication during the school day as instructed. (Please be sure to provide action plans for seizures, asthma, and severe allergies).

Physician Signature: _____ **Date:** _____



KATHERINE ANNE PORTER SCHOOL POLICY FOR MEDICATIONS IN THE SCHOOL SETTING

When it is necessary for a student to receive medication during the school day the following procedures must be followed:

- All medication(s) must be supplied by the parent/guardian along with written authorization/permission to administer the medication(s) during the school day.
- A US-licensed physician signature is required for: all prescription medications and for any medication prescribed differently than manufacturer's directions.
- All medication must be in the original container & clearly labeled with the student's name, dosage & directions for administration. All controlled substances must be hand-delivered to the school nurse by the parent/guardian or their representative age 18+.
- All medication must be kept in the nurse's office and administered by the nurse or other authorized district employee, unless the student is authorized to possess his/her own medication because of asthma, life-threatening allergies, and/or diabetes.
- Prescription medications will be counted and the quantity will be documented in the student's medication inventory record.
- Medication that is recommended or prescribed three times a day (or less often) will not be administered at school unless there is a physician authorization with instructions to administer it at a specific time.
- It is the student's responsibility to come to the nurse's office for the medication unless he/she is physically unable to do so.
- A KAPS Medication Permission Form must be completed each school year and when there are any changes to the original request including, but not limited to, medication and/or dose change.
- Parents are responsible for keeping up with the amount of medicine given to the nurse and knowing when their student is running low at school.
- Only FDA approved pharmaceuticals will be administered. No homeopathic preparations, herbal preparations, home remedies, or dietary supplements will be accepted nor administered by any school personnel. Herbal or dietary supplements provided by the parent will only be administered if required by the student's individualized education program (IEP) or 504 plan.
- Medications cannot be sent home with a student. Unclaimed medications will be disposed of on the last day of school as required by law. The school nurse will send a general reminder to pick up medications before the end of the school year but will not contact individual parents.
- A parent/guardian must provide a signed diabetes, seizure, asthma, and/or anaphylaxis action plan every school year. If the physician and parent/guardian agree that a student has the necessary skills to self-carry and/or self-administer, they can give consent by checking the self-carry and/or self-administer authorization boxes on the action plan or submit to the campus Healthcare office, KAPS Self-Carry form that is found on the district health services website.
- Expired medications will not be administered. Parents are expected to replace medications before they expire.
- In accordance with the Nurse Practice Act, Texas Administrative Code, Section 217.11, a Registered Nurse has the responsibility and authority to refuse to administer medications that, in the nurse's judgment, are contraindicated for administration to the student.

Parent/Guardian name: _____

Parent/Guardian signature: _____ Date: _____

