

Phone: (818) 360-2361 Ext 389 Fax: 818 206-8360 Email: nurse@ghctk12.com

REQUEST FOR MEDICATION TO BE TAKEN DURING SCHOOL HOURS

To be completed by a California Licensed Health Care Provider (MD, DO, PA, NP, DDS, OD)

Student Name (Last, First)	ID number	Date of Birth	Gender	Grade
Medication	Dose	Route	Time given at school	
Diagnosis/Reason	Duration: <input type="checkbox"/> 1 Year <input type="checkbox"/> short-term		Date to be discontinued or # of days to be given	

Licensed Health Care Provider's Recommendations (Check where applicable)

- ☐ The medication may have adverse side effects (explain) _____
- ☐ Special instructions and/or comments _____

The student for whom this medication is prescribed is under my care.

Provider Name & Title	Signature	Date
Address	Telephone	
Supervising Physician (If applicable)	Furnishing Number	

**Medication Office Stamp
Required**

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(To be completed by parent/guardian)

I request that my child be assisted in using prescribed medication at school. I assume full responsibility for supplying all medication and shall deliver it, or have it delivered, to the school by another responsible adult, and agree to the school policies and procedures listed on the reverse side. I give my permission for the exchange of medical information regarding administration of medication at school with the authorized health care provider and pharmacist.

Date	Parent Name	Parent Signature	Phone Number
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OFFICE USE (Do Not Write in This Box)			
Date Form Received	Med Received <input type="radio"/> Y <input type="radio"/> N	Quantity	Nurse
Date Med Returned	Parent/Guardian Signature	Nurse	

SCHOOL PROCEDURES REGARDING MEDICATION TAKEN DURING SCHOOL HOURS

1. Prescription medications must be clearly labeled by a U.S. dispensing pharmacy and contain the following information: (consistent with prescription of authorized licensed health care provider)
 - Student's full name
 - Physician's name
 - Dosage, schedule, and route
 - How long medication is to be taken? 1 year or short term: (Date medication is to be discontinued or number of days medication is to be administered.)
2. In addition to a home supply, parent/guardian may request a second labeled bottle from the pharmacy for school use.
3. Non-prescription (over the counter) medications that have been authorized by this request may be administered at school only if the medication is provided in the original container.
4. **Request for Medication to be Taken During School Hours must be renewed annually.**
5. Parent/Guardian will notify the school nurse or site administrator and provide a new Request for Medication to Be Taken During School Hours when there is a change in the student's medication, health status or authorized health care provider.
6. The school administrator or the administrator's designee will assume responsibility for placing the medication in a locked cabinet, storage unit or locked refrigerator.
7. The school administrator, the administrator's designee, or school nurse will assume responsibility for returning unused medication to the parent/guardian at the end of the student's school year.
8. If medication must be taken while a student is on a field trip, arrangements must be made through the school nurse.
9. All injectable medications require special arrangements.
 - a. Injectable medications, such as insulin, used on a regular or as needed basis must be administered by licensed health care providers and require special arrangements.
 - b. Injectable medications, which are to be given on an emergency basis, require special arrangements and training of volunteer school staff by the credentialed school nurse/physician.
10. Each medication requires **a separate Request for Medication** form with written authorization.
11. For field trips, medication may be removed from the original container.