

PROCEDURES FOR DISPENSING PRESCRIPTION MEDICATION

- 1) Medication must be brought by a parent/guardian in a labeled prescription bottle. This will be stored in the nurses station for dispensing.
- 2) A Medication Authorization Form must be filled out and signed by the parent/guardian and will be kept on file in the office. If at any time the dosage or time changes, a new form must be filled out.
- 3) Medication not picked up by the end of the school year will be disposed of.

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\*\*\*MEDICATION AUTHORIZATION FORM\*\*\*

NAME OF MEDICATION \_\_\_\_\_

REASON FOR MEDICATION \_\_\_\_\_

DOSAGE \_\_\_\_\_

TIME TO DISPENSE \_\_\_\_\_

I Authorize Christian Heritage School to dispense medication to my child, \_\_\_\_\_, in the amount and time stated above. I will notify the school and update this form with any changes in medication or in the event the medication is discontinued.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT SIGNATURE

