

**Please Read the Back Page for Complete Instructions
PROCEDURE FOR REQUESTING MEDICATION ADMINISTRATION**

Any child requiring a prescription or over-the-counter medication during the school day or during intramural or interscholastic athletic events must have a completed medication authorization on file with the nurse.

The medication must be delivered to the school nurse by a responsible adult. Parents/Guardians will be required to come to school and pick up/review any medication a student carries to school that is not authorized for self-carry

These procedures promote safe practices for students and staff. Please read them carefully.

1. **For each medication** that must be administered at school daily or as-needed, the parent must obtain the written order of an authorized prescriber (physician, dentist, optometrist, advanced practice registered nurse or physician's assistant, and for interscholastic and intramural sports only, a podiatrist) using *Hamden Public Schools Medication Authorization Form* (see Page 1).

A new order is required each year and, if so prescribed, may be effective from July 1st through June 30th of the given year. A medication order dated July 1 of a year will cover summer programs and the upcoming school year.

2. **The authorized prescriber must fill in the following information requested on the form:**

- a. Name of medication, the generic name of the medication (NEW), and strength of the medication;
 - b. Indications for the administration of this medication in school (condition, diagnosis);
 - c. Amount (dosage) of the medication to be administered and route of administration.
 - d. Potential side effects of the medication.
 - e. Time of day that the medication is to be administered. For PRN (as-needed) medications the frequency must be included.
 - f. Duration of the order for administration of the medication (up to 12 months from July 1 through June 30th of the same school year).
 - g. If applicable, authorization for self-administration in school.
3. A parent or guardian must sign the "Parent/Guardian Authorization" portion of the form and, if applicable, provide authorization for self-administration in school.
 4. Prescription medication must be packaged in the **ORIGINAL PHARMACY CONTAINER**, clearly labeled with student's name, the authorized prescriber's name, and the medication instructions
 5. **Over-the-counter medications** must be in their original unopened containers.
 6. Once the nurse has reviewed the medication order and developed a plan for self-administration, the student may carry the medication to/from school each day and maintain its safe control at all times.
 7. Self-administration plans approved for the school day also extend to extra curricular activities and athletics.
 8. No more than a three (3) month supply may be stored at a school. Except for students attending an Extended School Year program, unused medication must be destroyed if not picked up by a responsible adult by the end of the last day of school.

Thank you for your cooperation. Please contact the school nurse or Hamden School Health Services, 203 407-2084, if you have any questions.