# Medication Administration Record (MAR)
# General Medication Form
### (Including Asthma Inhaler and Epinephrine Autoinjector Use)

## Student Information

| Student name | | | Date of birth |
|---|---|---|---|
| Student address | | | |
| School | Grade/Class | Teacher | School year |
| List any known drug allergies/reactions | | Height | Weight |

## Prescriber Authorization

| Name of medication | | Circumstance for use | |
|---|---|---|---|
| Dosage | | Route | Time/Interval |
| Date to begin medication | | Date to end medication | |
| Circumstances for use | | | |
| Special instructions | | | |
| Treatment in the event of an adverse reaction | | | |

| Epinephrine Autoinjector | ❑ Not applicable<br>❑ Yes, as the prescriber I have determined that this student is capable of possessing and using this autoinjector appropriately and have provided the student with training in the proper use of the autoinjector. |
|---|---|
| Asthma Inhaler | ❑ Not applicable<br>❑ Yes, if conditions are satisfied per ORC 3317.716, the student may possess and use the inhaler at school or at any activity event or program sponsored by or in which the student's school is a participant. |

Procedures for school employees if the student is unable to administer the medication or if it does not produce the expected relief

Possible Severe Adverse Reaction(s) per ORC 3317.716 and 3313.718
  a) To the student for whom it is prescribed (that should be reported to the prescriber)

  b) To a student for whom it is not prescribed who receives a dose

Other medication instructions
Does medication require refrigeration?  ❑ Yes  ❑ No      Is the medication a controlled substance?  ❑ Yes  ❑ No

| Prescriber signature | Date | Phone | Fax |
|---|---|---|---|
| Prescriber name (print) | | | |

Reminder note for prescriber: ORC 3313.718 requires backup epinephrine autoinjector and best practice recommends backup asthma inhaler.

## Parent/Guardian Authorization

☑  I authorize an employee of the school board to administer the above medication. ☑ I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. ☑ I also authorize the licensed healthcare professional to talk with the prescriber or pharmacist to clarify medication order.

☑  Medication form must be received by the principal, his/her designee, and/or the school nurse. ☑ I understand that the medication must be in the **original** container and be properly labeled with the student's name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration and the date of drug expiration when appropriate.

| Parent/Guardian signature | Date | #1 contact phone | #2 contact phone |
|---|---|---|---|

## Parent/Guardian Self-Carry Authorization

❑  *For Epinephrine Autoinjector: As the parent/guardian of this student, I authorize my child to possess and use an epinephrine autoinjector, as prescribed, at the school and any activity, event, or program sponsored by or in which the student's school is a participant. I understand that a school employee will immediately request assistance from an emergency medical service provider if this medication is administered. I will provide a backup dose of the medication to the school principal or nurse as required by law.*

❑  *For Asthma Inhaler: As the parent/guardian of this student, I authorize my child to possess and use an asthma inhaler as prescribed, at the school and any activity, event, or program sponsored by or in which the student's school is a participant.*

| Parent/Guardian signature | Date | #1 contact phone | #2 contact phone |
|---|---|---|---|

# Medication Documentation Record (MDR)

Student name

☐ Male ☐ Female

Home address

Student ID#

Date of birth

Grade/Class

Teacher

School

Photo

Parent/Guardian name

Parent/Guardian emergency contact numbers (include all)

Best Safe Practice: ☐ (Triple check) right student, right medication, right dose, right time, right route (compare with Medication Administration Order/MAR)
☐ Medication in original container/prescription bottle

Medication name:

Begin date:

End date (if known):

Discontinued order date:

Medication dosage:

Possible adverse reactions:

Medication time:

Special instructions:

| Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| August | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| September | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| October | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| November | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| December | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| January | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| February | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| March | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| April | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| May | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| June | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| July | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Nurse/staff signature | Initials | | X = No school |
|---|---|---|---|
| | | | AB = Absent |
| | | | ER = Error |
| | | | O = No medication available |
| | | | F = Field trip |
| | | | H = Hold |

Notes:

## Medication Count

| Medication name | Arrival date | Initial count | Wasted amount and date | Parent notified Yes or No | Count sent home and date |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

☐ File per district policy

HEA 7759 5/11

# Medication Inventory Record

Note best practice: ALL medication received at the designated school location will be logged in/out and recorded on the Master Inventory Record.

- Each individual student's medication count will also be recorded on each student's Medication Documentation Record (MDR)
- Medication unaccounted for must be reported per school district policy

| Sign in date | Medication name | Rx number | Quantity | Expiration date | Sign out date | Date returned to parent/guardian | Wasted date per guidelines | Administrator or RN signature | Witness signature (parent or school staff) |
|---|---|---|---|---|---|---|---|---|---|
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❑ File per district policy

# Medication Incident Report

## Student Information

| Student name | | Student ID | |
|---|---|---|---|
| Date of birth | Age | Weight | |
| School | Grade/Class | Teacher | |

## Incident

| Date of Incident | Time of Incident | Reported by (name and title) |
|---|---|---|

### Type of Incident (☑ Check if applicable)

| ❏ Unable to locate student<br>❏ Student refused medication<br>❏ Incorrect student<br>❏ Incorrect time<br>❏ Incorrect dose | ❏ Incorrect route<br>❏ Incorrect transcription<br>❏ Incorrect technique<br>❏ Medication wasted<br>❏ Medication not available | ❏ Medication outdated<br>❏ Medication bottle mislabeled<br>❏ Omitted dose(s)<br>❏ Possible adverse reaction<br>❏ Other_____ |
|---|---|---|

Description of incident above

## Contacted

| ☑ Check if applicable | Time | By Whom |
|---|---|---|
| ❏ Healthcare provider | | |
| ❏ School nurse or RN | | |
| ❏ Parent/guardian | | |
| ❏ School administrator | | |
| ❏ Unable to contact parent/guardian | | |
| ❏ 911 | | |
| ❏ Poison Control (800-222-1222) | | |

## Student Outcome (☑ Check if applicable)

| ❏ Return to class<br>❏ Refer to physician's office<br>❏ Admitted to hospital<br>❏ 911 called<br>❏ Other _____ | ❏ Sent home with parent/guardian<br>❏ Refer to Urgent Care<br>❏ Refer to Emergency Department<br>❏ School days missed _____ |
|---|---|

## Signature

| Form completed by | Title | Date |
|---|---|---|
| School nurse | Title | Date |
| School administrator/principal | Title | Date |

❏ File per district policy