



# Medication Authorization & Verification Form

**Please complete the information below and return it to the Coordinator or Lead Facilitator**

Any prescription medication given to a child while attending Vacation Station must be documented. This documentation must include the initial count or quantity verified by the parent/guardian. A new form is required each time the prescription is refilled. Medications must be:

- in original prescription or over-the-counter bottle.
- labeled with the child's first and last name and dosage instructions
- Give any medication to a Vacation Staff member upon arrival. **Do not place medications in lunchboxes or backpacks.**

***I authorize Vacation Station staff to administer the medication listed below. I am verifying the quantity stated below with the date and my signature. I understand that I must provide a new form with each refill.***

Child's Name: \_\_\_\_\_ Date of Verification: \_\_\_\_\_

Medication Name: \_\_\_\_\_ Quantity provided: \_\_\_\_\_

Dosage to be given: \_\_\_\_\_ Time to give it: \_\_\_\_\_ Way to give it: \_\_\_\_\_

\_\_\_\_\_

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

**---- office use only ----**

Date Rcvd: \_\_\_\_\_ Quantity Rcvd: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

## **Vacation Station Medication Policy:**

- A doctor's note and parent authorization and verification form must be on file to administer prescription and over-the-counter medications.
- Prescription medications must be in their original prescription bottle and must match the paperwork on file.
- Over-the-counter medications must be in the original package and you must write your child's name on the package. The medication provided must match the paperwork on hand.
- Medications must be handed from parent/guardian to a staff member. Children may not transport medications in their backpacks, lunch boxes, or other means.