

IOWA CITY COMMUNITY SCHOOL DISTRICT  
PARENTAL PERMISSION FOR ADMINISTERING  
*OVER THE COUNTER/NON-PRESCRIPTION*  
MEDICATION AT SCHOOL  
(ELEMENTARY)

This form must be completed by your child's physician or other healthcare provider

Student Name: \_\_\_\_\_

Medication: \_\_\_\_\_

Reason for medication: \_\_\_\_\_

Amount of dose: \_\_\_\_\_

Time to give medication: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\*Physician/NP/PA/Dentist signature: \_\_\_\_\_

Physician/NP/PA/Dentist Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

I request that this medication be administered by a qualified staff person according to the written directions given. I agree that school personnel may contact the physician/healthcare provider as needed and that medication information may be shared with school personnel who need to know. I understand the law provides that there shall be no liability for damages as a result of the administration of medication where the person administering the medication acts as an ordinary reasonably prudent person would under the same circumstances and that the school district and the school nurse are to incur no liability, except for gross negligence, as a result of injury arising from the administration of medication. I will comply with the procedure listed on the back of this form related to the administration of medication at school.

Parent/Guardian name: \_\_\_\_\_

\*Parent/Guardian Signature: \_\_\_\_\_

**MEDICATION WILL NOT BE GIVEN IF IT HAS EXPIRED OR IT HAS AN IMPROPER LABEL. PLEASE CHECK THE CONTAINER BEFORE SENDING IT TO SCHOOL.**

**DISPOSAL OF UNUSED MEDICATION AT THE END OF THE SCHOOL YEAR – please check one.**

- I will pick up any unused medication at the end of the school year.
- Please send any unused medication home with my child. The school district will not be responsible for the medication once it is in the possession of my child.
- Please discard any unused medication.

\*\*\*If medication is not picked up by the last day of school it will be disposed of safely.

\_\_\_\_\_  
\*Parent/Guardian signature

\_\_\_\_\_  
Date

IOWA CITY COMMUNITY SCHOOL DISTRICT  
REQUEST TO ADMINISTER MEDICATION IN SCHOOL INFORMATION  
AND PROCEDURES  
(Elementary)

Medications may be administered at school only with a prescriber's written order and written authorization from the parent/guardian. All medications should be taken before or after school hours whenever possible. However, it is understood that certain drugs may be required during the school day. These students should have medication available and administered in a manner that is compliant with school district policy.

1. No medication (prescription or over-the-counter) will be administered to a student in an elementary school or during school-sponsored activities without a written physician/prescriber order and parent/guardian written authorization. Parents are responsible for obtaining the prescriber order.
  - a. **Prescription medication:** A current pharmacy-labeled container can serve as the written prescriber's order. A second labeled medication container can be obtained for school use by asking the pharmacist.
  - b. **Over-the-counter/non-prescription medication** will be given only with a prescriber's order and parent/guardian's written authorization. Over-the-counter/non-prescription medications are to be provided by the parent/guardian and sent to school in the original labeled medication container with the student's name attached. This procedure will safeguard your child against overmedication and possible unforeseen reactions.
    - i. Supplements are not considered non-prescription over-the-counter medications approved by the Federal Drug Administration and are not to be administered at school.
2. The parent/guardian is responsible for submitting a new prescriber's order form to the school each time there is a change of dosage or time of administration. Prescriber's orders may be faxed to the school.
3. Students who must carry inhalers or emergency medications (epi-pen) throughout the school day need a written prescriber's order on file in the health office. The order must specifically state the purpose of the medication, dosage, times for medication to be given, and/or special circumstances under which the medication is to be given; and that the student must carry the medication at all times.
4. To ensure the safety of all children, we request that a parent or another responsible adult deliver all medications to the office and/or health office. The medication will be kept in a locked storage box.
5. The parent/guardian will inform the office/health office staff of the number of tablets/capsules that are brought to school.
6. The first dosage of any new prescription must be given at home so the child can be more closely observed for possible side effects and/or adverse reactions.

7. The parent/guardian is responsible for notifying the school when a medication has been discontinued or changed.
8. The Iowa City Community School District does not assume responsibility for medication not prescribed by a physician/prescriber or medication administered by the student himself/herself.
9. No medication will be continued beyond the school year in which it is ordered.
10. Disposal of unused, discontinued/recalled, or expired medication shall be in compliance with federal and state law. Prior to disposal school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications need to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.