



Minnetonka Public Schools Health Services Request Form
Administration of Medication at School
(Grades K - 5)
School Year: _____

Should this medication
go on a field trip with
your child?

Yes _____ No _____

_____ **Daily** _____ **As needed**

Parents of a student requesting that medication be administered during school hours by school staff are required to provide for the school: 1) **the physician order**, 2) **a parental release** and 3) medication supplies in the **original medication bottle** (you may ask the pharmacy for medication to be split between two labeled bottles).

Student name: _____ Date of Birth: _____

School: _____ Grade/Grad Year: _____ Teacher: _____

Physician's order for administration of medication by school personnel

I have prescribed the following medication and request the dosages be given during school hours:

Medication: _____ Dosage to be given: _____

Unit dose (strength) provided: _____ Number of unit doses (e.g. tablets, liquid): _____

Time to be given: _____

For Treatment of: _____

Possible side effects: _____

Special Instructions: _____

Last date to be given: _____

Physician's signature: _____ Phone: _____ Date: _____

Physician's address or Clinic name: _____

Parental request for administration of medication and release of information

Only when a medication is prescribed to be taken during school hours will a child be given medication at school. I request this medication be given as prescribed and the above requested information be released to the physician from the school. If necessary, the school may request additional information from the physician regarding this medication/condition.

Parent/Guardian signature: _____ Daytime phone: _____ Date: _____

Clear Springs Elementary Health Office
Deephaven Elementary Health Office
Excelsior Elementary Health Office
Groveland Elementary Health Office
Minnewashta Elementary Health Office
Scenic Heights Elementary Health Office

Phone (952) 401-6954
Phone (952) 401-6904
Phone (952) 401-5655
Phone (952) 401-5604
Phone (952) 401-5504
Phone (952) 401-5404

FAX (952) 401-4019
FAX (952) 401-6902
FAX (952) 401-5657
FAX (952) 401-5606
FAX (952) 401-5506
FAX (952) 401-4011

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