



**WESTLAKE  
ACADEMY**

## Westlake Academy Medication Administration Request

Student's Name: \_\_\_\_\_

Parent's Name and Phone Number: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Date of Birth: (mm/dd/yyyy) \_\_\_\_\_

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

Dose: \_\_\_\_\_ Time: \_\_\_\_\_

Reason for Medication: \_\_\_\_\_

Medications that are required to enable a student to stay in school may be administered at school. Only FDA approved and prescription drugs ordered by a physician will be given. The Westlake Academy nurse's office does not supply any medication. The following rules apply for all medications:

- Medications must be in their original properly labelled container, dated for the current school year.
- Prescription drugs require a prescription label and must be prescribed by a physician licensed to practice in the State of Texas. Prescription drugs will only be administered with a written request signed by the parent/guardian.
- The drug and milligram dosage indicated on the prescription label must match the medication in the container.
- "As needed" medications (PRN) and over the counter medications should be in their original containers. Physician instructions and signature are required for these types of medications if they are to be given for more than ten days. Homeopathic, herbal and dietary supplements will not be given at school.
- Any changes to Medication Administration Requests require completion of a new form with corresponding medication and prescription label.
- The Health Office will only accept medications from parents/guardians. Should a student transport their own medication, school personnel assume no responsibility for the improper exchange, loss or contamination or failure to administer medication. Students may be subject to disciplinary action should they improperly transport medication.
- Students are permitted to carry epipens, diabetic supplies and inhalers with a doctor's permission (see below)
- Morning and afternoon dosages should be given at home before and/or after school unless otherwise requested by your physician. The first dosage of new medication should be given at home. Antibiotics should be given at home 24 hours before the student returns to school.
- A trained unlicensed employee may administer medication.
- At the end of the school year, all medication must be retrieved by the last day of school or it will be disposed of.

*I have read and understand the policies outlined above and agree to abide by them. I give my permission for the above medication to be given at school or on school sponsored field trips as applicable. I understand that the medication may be given by an authorized Westlake Academy employee. I consent to and authorize the school to disclose the above information to those who have a need to know for legitimate educational purposes.*

Parent Signature/Date: \_\_\_\_\_

**Students who “self-carry” epipens, inhalers and diabetic supplies must have a corresponding physician’s signature below:**

*It is my professional opinion that this student is capable of medication administration and accepts the responsibility of self-carrying their prescribed medication indicated by my signature below:*

Physician’s Signature/Date: \_\_\_\_\_

Physician’s Printed Name/Phone Number: \_\_\_\_\_