



**ROCHESTER COMMUNITY SCHOOLS**  
Authorization for Medication Administration  
School Year: 2026-2027

Student name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Grade: \_\_\_\_\_

**To be completed by the Physician or Authorized Prescriber: ONE MEDICATION PER FORM**

(Michigan law and district policy require written authorization for a student to take any medication during the school day).

Name of medication: \_\_\_\_\_ Reason for medication: \_\_\_\_\_

Dose (*please do not give a range*): \_\_\_\_\_ ☐ MG ☐ MG/ML ☐ ML ☐ MCG ☐ UNITS ☐ OTHER: \_\_\_\_\_

Route: ☐ Oral ☐ Injection ☐ Inhalation ☐ Intra-nasal ☐ Rectal ☐ Topical ☐ Transdermal (Patch) ☐ Other: \_\_\_\_\_

☐ Routine time(s) to be given: ☐ \_\_\_\_\_ AM ☐ \_\_\_\_\_ PM ☐ Other: \_\_\_\_\_

☐ Frequency: ☐ Daily ☐ Other (*please be specific*): \_\_\_\_\_

☐ As needed (PRN), (*absent clear and objective criteria, medication cannot be administered during the school day*): \_\_\_\_\_

Special instructions or side effects: \_\_\_\_\_

Student is both capable and responsible for self-administering this medication (*applicable ONLY to high school students*):

☐ No ☐ Yes- supervised ☐ Yes- unsupervised

Student may self-carry an inhaler (*applicable to all students*). ☐ Yes ☐ No ☐ Not applicable

Student may self-carry epinephrine (*applicable to all students*). ☐ Yes ☐ No ☐ Not applicable

START: ☐ Date from received ☐ Other date/duration (please be specific): \_\_\_\_\_

STOP: ☐ End of school year ☐ Other date/duration (please be specific): \_\_\_\_\_

☐ For episodic/emergency events only

Prescriber Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinic/Hospital Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

**To be completed by Parent/Legal Guardian**

I understand and agree that all medication must be in the original container, clearly marked with the student's name, name of medication, and prescribed dosage. I acknowledge that I am required to immediately inform the District of any changes to the healthcare provider's administration instructions. Authorization also includes permission for school personnel and health care provider to contact each other, if needed. I request and authorize the following (*check appropriate direction below*):

☐ School personnel store and administer medication to the above-named student, as authorized by prescriber.

☐ School personnel store medication only. The above-named student shall be responsible for self-administering medication.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ROCHESTER COMMUNITY SCHOOLS

### Medication Procedures (as per standard school policy)

- Medication authorization is for the current school year only and will expire at the end of the school year.
- Only one medication per form. A separate form is required for each medication, each school year.
- Written authorization with medication order completed, signed by the student's authorized healthcare provider and a parent/guardian, is required before any medication can be given at school. Medications include prescription, and non-prescription over-the-counter, including but not limited to: homeopathic, herbal, vitamin, mineral preparation, topical creams or ointments, eye or ear drops, transdermal patches, nasal sprays or mists.
- Medication administration during school hours will be permitted only when failure to do so will jeopardize the health of a student, or the student would not be able to attend school if the medication or treatment were not available during school hours. Parents/legal guardians are urged to administer medication at home and on a schedule, other than school hours, if possible.
- Medication must be brought to school by the student's parent/legal guardian, unless the student has been authorized to self-carry the medication. The district reserves the right to determine that a student may not self-carry for any reason.
- Medication must be administered by an adult in the presence of a second adult, unless the medication is administered by a licensed registered professional nurse or there is an emergency that threatens the student's life or health.
- Parent/legal guardian will ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication, and responsible for checking the need for refills, including expired medications, and replenishing medication to the school in a timely manner.
- All medication must be in a container as prepared by a pharmacy, authorized healthcare provider, or pharmaceutical company, and clearly marked with the student's name, the name of the medication, the prescribed dose, time and frequency of medication administration and special instructions, if any.
- All controlled substance medication will be counted and recorded in the presence of the parent/legal guardian when brought to school.
- Changes in dosage, frequency, or time of administration cannot be made without written instruction from an authorized healthcare provider.
- Designated staff will be responsible for storage, administering medication and notifying parent/legal guardian, in the event that a student refuses medication.
- Medication left over at the end of the school year, or after a student has left the district shall be picked up by the parent/legal guardian. Any medication not retrieved by the parent/legal guardian will be properly disposed of within 7 days of the last student day of school and documented by the individual who is responsible for administering medication.