Monroe Career & Technical Institute

194 Laurel Lake Road
Bartonsville, PA 18321-0066
Phone: (570) 629-2001 Fax: (570) 629-6887
www.monroecti.org

The Monroe Career & Technical Institute is dedicated to providing high quality career and technical training and education for the students of our community.

2026-2027 School Year

Dear Parents/Guardians,

Any and **ALL medications** to be taken when in attendance at Monroe Career **&** Technical Institute must be accompanied **by** a **PHYSICIAN'S AUTHORIZATION TO CARRY SELF/ADMINISTER PRESCRIBED MEDICATION** form. This form is to be filled out by the student's physician and parent/guardian if any medication is to be taken at MCTI. (It is suggested you keep a copy of this form in case it is needed in the future.)

EpiPens and Asthma Inhalers:
If it is necessary for your child to carry an asthma inhaler or EpiPen at any time on their person, it is essential for MCTI to have authorized paperwork in the Health Office. The Physician's Authorization form needs to be filled out and signed by the student's physician and also signed by the parent/guardian.

It is strongly recommended that any student who is carrying an inhaler or an EpiPen, keep an extra one in the Health Office.

Over-the-counter medication:
Any over-the-counter medication must be in the original container. Prescription medications must be in the original prescription bottle along with the signed Physician's Authorization form.

If you have any questions or concerns, please contact Mrs. EI-Bassiouni, RN BSN at (570) 629-2001, extension 1135.

Sincerely,

Mrs. El Bassiouni RN, BSN

Mrs. El-Bassiouni, RN BSN
MCTI Health Officer
aelbassiouni@monroecti.org

The Monroe Career & Technical Institute is an equal education institution and will not discriminate on the basis of age, race, color, national origin, gender or handicap in its activities, programs or employment practices as required by Title VI, Title IX, Section 504 and the Americans with Disabilities Act. For information regarding civil rights or grievance procedures, and information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact the Supervisor of Student Services, at 194 Laurel Lake Rd, Bartonsville, PA 18321, (570) 629-2001.

Revised 5/11/2026

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PHYSICIAN'S AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS

The following student must receive and/or have available the following medication(s) while attending MCTI during school hours, which could include to and from school, and/or while participating in a school-sponsored activity in order to maintain sufficient health and participate in the school program.

_____ _____ _____ _____
(Name of Student) (DOB) (Grade) (Sending School)

Medication and Dosage: _____

Scheduled Time: _____ Duration (days, weeks):_____

Diagnosis: _____

Special conditions to observe: _____

_____

Date: _____ Signature of physician/dentist /CRNP_____

Phone #_____ Address_____

***Self-carry section for completion by physician/dentist/certified registered nurse practitioner (ONLY applies to EpiPen and asthma inhaler)**

The above student must carry and may self-administer the above-prescribed emergency medication while attending school during school hours and/or while participating in a school-sponsored activity. In my professional opinion, the student is both competent to self-administer the medication and carry the medication in a responsible manner.

Date: _____ Signature of physician/dentist/CRNP: _____

Parent/Guardian

I authorize the Monroe Career & Technical Institute to administer the above medication as prescribed. I do hereby release, discharge, and hold harmless the MCTI agents and employees from any and all liability and claim whatsoever for the administration/self-administration of the above medication to my child should they develop any adverse reaction from the medication.

Date: _____ Signature of parent/guardian: _____

Monroe Career & Technical Institute, in compliance with the Pennsylvania Department of Health and Education, has established the following rules:

NO MEDICATION, including all over-the-counter medication (e.g. Tylenol, Advil, eye drops, etc.), will be administered during school hours without a written authorization from the attending physician and parent/guardian.

Medication must be in an original labeled container (pharmacist instructions reflecting current order secured to the container) with student name. Medication must be taken to the Health Office.

Medication must be administered by the health officer or principal /designated person, with the exception of asthma inhalers and EpiPens. Students who carry and self-administer asthma inhalers/EpiPens in the school setting **MUST** have a signed physician's order specifying permission to carry and self-administer the medication and that the child is responsible and capable of self-administration. We strongly recommend that **students who carry their own inhalers have a 2nd emergency backup inhaler in the Health Office**. Students are responsible to report to the Health Office at the appropriate time for their medication-to be given. At no time is medication to be carried by a student unless a physician's order states that they may do so.