

**Authorization for Administration of Medication at School and
School Sponsored Events**

RCW.28A.210.260 and 270, WAC 110-300-0215, SB Policy 3416 and 3416P

Student's Name: _____ DOB: _____ Grade: _____ School Year: _____

School: _____ Parent/Guardian Name: _____

Applicable to: ☐ ATHLETICS ☐ CAMP/OUTDOOR SCHOOL ☐ FIELD TRIPS ☐ SCHOOL ☐ SCHOOL SPONSORED EVENTS

This form must be completed and signed by the parent/guardian and the student's Licensed Healthcare Provider, with prescriptive authority. This form is for both prescription and nonprescription medication.

This Portion to be Completed by a Licensed Healthcare Professional (LHCP)

(e.g., MD, DO, ARNP, DDS, etc.)

Diagnosis/ Condition	Medication	Dose	Route	Time/ Frequency	Side Effects	*Self Carry	*Self Administer
						Y N	Y N
						Y N	Y N
						Y N	Y N
						Y N	Y N
						Y N	Y N
						Y N	Y N

*Marking "yes" to self-carry/administer indicates that the LHCP has provided instruction in the purpose and appropriate method/frequency of use, and that the student is capable and safe to self-carry and/or self-administer.

I request and authorize that the above-named student receive the above-identified medications in accordance with the instructions indicated beginning ____/____/____ not to exceed the current school year and Summer School or otherwise specified ____/____/____.

Clinic Stamp

LHCP's Signature: _____ Date: _____

LHCP's Name: _____ Phone Number: (____) _____

LHCP's Address: _____ Fax Number: (____) _____

This Portion to be Completed by the Parent/Guardian

The medication is to be furnished by me in the original container, labeled by the pharmacy with the name of the medicine, amount to be taken, and the time of day to be taken. The Licensed Health Professional's name is on the label. If medication remains after the course of treatment, I will collect the medication from the school or understand that it will be destroyed.

Select if Applicable:

 Give scheduled medication to student on Early Release days. Time: _____ ☐ YES ☐ NO

 Give scheduled medication to student on Half days. Time: _____ ☐ YES ☐ NO

 Does your student have medication needs for a possible Overnight Trip? ☐ YES ☐ NO

If YES, List medications that are normally taken outside of school hours below.

(Ex: Ibuprofen, ADHD meds, Melatonin, Vitamins, etc.) _____

Parent/Guardian Signature: _____ Date: _____

Student Signature (Self-Carrying): _____ Date: _____

School Nurse Signature: _____ Printed Name: _____ Date: _____

TURN OVER TO COMPLETE FORM

Administration of Medication in School

Medication should be given at school only when necessary. The school health room is staffed only during school hours and does not remain open for the duration of after-school clubs, athletic practices/games, concerts, dances, or other school-sponsored events. If the student must receive prescribed oral or topical medication, eye drops, ear drops, premixed nasal spray medications, or life-saving allergy medication during school hours or when the student is under the supervision by district staff and for official school events, the principal will designate and the school nurse will train and delegate school staff to administer medications and provide a plan to access medications. The medication to be given at school must have a written order signed by a Licensed Healthcare Professional (LHCP) working within the scope of their prescriptive authority and have a parent/guardian signature. Parents/guardians are responsible for ensuring medication and treatment supplies are available for their students. The medication must be in the original, properly labeled container. This includes any over the counter medication. Parents/guardians wishing for their student to self-carry and self-administer medications independently must provide signed medication orders from their LHCP explicitly stating this plan. Note students are not permitted to self-carry controlled substances. Students in K-5 grades are not recommended to self-carry. Students that self-carry medications does not relieve the parents/guardians of the annual health update, medication authorization orders, and health care plan each school year. Whenever possible the parent/guardian and LHCP are urged to design a medication schedule for administering medication if the student is participating in school sponsored activities outside of the normal school day hours. Edmonds School District accepts no responsibility for adverse reactions when the medication is dispensed in accordance with the LHCP order. Edmonds School District does not share private health information with outside entities without explicit written consent.

In addition, RCW 28A. 210.260, RCW 28A.210.355, and RCW 28A.210.330 allow parents of students with epilepsy or diabetes or adrenal insufficiency to select a "parent designated adult" to provide parent-directed nursing care in school.

Prior to participating in field trips, athletics, clubs, etc., parents/guardians of a student with healthcare conditions should consult with the school nurse to develop care considerations for the out-of-building environment.

The health care plan does not extend and apply to non-school sponsored activities. If a student attends extended before/after school care programs, or participates in non-school sponsored activities, parents/guardians are responsible for notifying that entity's program leadership of their student's healthcare and medication needs.

THIS PORTION TO BE COMPLETED BY PARENT/GUARDIAN

I the Parent/Guardian Understands:

When notified by school personnel that medication has expired, no longer is required as a course of treatment, or at the end of the school year, I am responsible for collecting the medication from the school or understand that it will be destroyed. Edmonds School District assumes no responsibility for self-carried and self-administered medications. In the event a safety issue arises, the school nurse has the right to notify the parent/guardian/student and discontinue the self-medication privilege. The student's health plan will be modified annually to reflect current health needs. I will provide the health information, medication authorization orders, unexpired medication in a properly labeled container and treatment supplies.

Optional: ☐ By checking this box I hereby give consent to have non-controlled medication returned home with student.

Student participates in:

- ☐ Athletics
- ☐ Music
- ☐ After-School Clubs
- ☐ Other School-Sponsored Activities _____

My signature below indicates that I have read and understand and will abide by the medication policy.

Signature of Parent/Guardian: _____ Date: _____

Student Signature (Self-Carrying): _____ Date: _____