



Instructions for Parents Completing Medication Administration Form

If your child requires medication to be supervised or administered by school staff for at least one month or medication in an emergency (other than an epinephrine auto-injector), you and your doctor must complete the Medication Administration Form. No medications will be given to your child without a signed medication administration form.

Parent/Legal Guardian:

- ◆ **Complete and sign Section A** of the Medication Administration Form and return the form to the school prior to school starting in September or when your child is started on a medication.
- ◆ **Have your family doctor complete and sign Section B** of the Medication Administration Form. Your doctor needs to clearly state the medical condition, the name of the medication, the amount of medication to be given, how often it is to be given, consequences of a missed dose, important side effects and/or drug reactions.

Provide the medication in its original container clearly labelled with:

- ◆ Child's name
- ◆ Medication name
- ◆ Dosage
- ◆ Expiry date

Ask your pharmacist for an extra labelled container for prescription medications (so you can supply one for school use) and an accurate measuring spoon or cup for liquid medications.

The school principal will be informed of the medication to be administered and will discuss this with school staff. The school's Public Health Nurse is available for consultation if there are any questions about the medication.

MEDICATION ADMINISTRATION FORM



A) PARENT/GUARDIAN – COMPLETE AND SIGN

STUDENT'S NAME (Last, First)	DOB (Day/Mo/Year)	
MEDICAL CONDITION		
<input type="checkbox"/> Blood Clotting Disorder <input type="checkbox"/> Heart Condition <input type="checkbox"/> Seizure Disorder <input type="checkbox"/> Severe Asthma Other: _____		
PHYSICIAN	PHONE	PHN/CARE CARD #
PARENT/GUARDIAN	DAYTIME PHONE	EMAIL ADDRESS
	CELL PHONE	
I request the school to give medication as prescribed to my child. I understand I must provide the medication in a sealed original container that is clearly labelled. I will notify the school promptly of any changes in medications ordered.		
SIGNATURE OF PARENT/GUARDIAN		DATE (Day/Mo/Year)

B) PHYSICIAN – COMPLETE AND SIGN

CONDITION(S) WHICH MAKE MEDICATION NECESSARY: _____		
NOTE:		
✦ Staff may only administer student medication that has been prescribed by a physician; staff shall not administer non-prescribed medication as per Administration of Oral/Topical Medication Policy 5141.20 and Regulation 5141.20		
NAME OF MEDICATION	DOSAGE	DIRECTIONS FOR USE
1)		
2)		
3)		
ADDITIONAL COMMENTS, POSSIBLE REACTIONS, CONSEQUENCES OF MISSING MEDICATION, ETC.		
SIGNATURE OF PHYSICIAN		DATE (Day/Mo/Year)