



Fairview School (847) 394-7320
Fax (847) 394-7328

Lions Park (847) 394-7330
Fax (847) 394-7338

Lincoln Middle School (847) 394-7350
Fax (847) 394-7358

Westbrook (847) 394-7340
Fax (847) 394-7349

SCHOOL MEDICATION AUTHORIZATION FORM

Student Name _____ Date of Birth _____

Medication _____

Dosage _____

Date/Time to be Administered _____

Condition Prescribed For _____

Possible Side Effects _____

Signature Licensed Health Care
Provider

Printed Name and Phone
Number

Date

WAIVER OF LIABILITY FOR DISTRICT ADMINISTRATION OF MEDICATION

I request school personnel to administer the medication prescribed above for my student. It is understood that the School District is administering medication to my student gratuitously and in reliance on my request and the assurance of the licensed health care provider that the prescribed medication is safe for my student. Accordingly, I hereby release the School District, its Board of Education and the Board members, officers, employees, and volunteers from any and all liability as to injuries or ill-effects of any kind which may be caused thereby, and I further indemnify and agree to defend the School District, its Board of Education and the Board members, officers, employees, and volunteers as to any claim, suit, or damages, it may be called on to pay or defend, in common therewith.

Signature Parent/Guardian

Printed Name

Date

MOUNT PROSPECT SCHOOL DISTRICT 57

HEALTH SERVICES

ADMINISTERING MEDICINES TO STUDENTS PROCEDURES

In accordance with Board Policy 7:270, students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. The district recognizes that at times medication must be administered by district personnel during the school day or during participation in a district program or activity. In such cases, the administering of medication to students by district personnel is subject to the following procedures:

1. The school nurse, along with teacher and/or program/activity supervisor is to be informed of students requiring medication administration during the school day or during participation in a district program or activity.
2. The parent/guardian must provide to the school a completed *School Medication Authorization Form* authorizing the district to administer medication prescribed by a licensed health care provider. A licensed health care provider is defined as a physician, physician assistant, or advanced practice registered nurse. **Only medication, whether over-the-counter or prescription, that a licensed health care provider has authorized in writing will be administered by district personnel.** This form includes a waiver of liability to be signed by the parent.
3. Any medication sent to school must be in the original container. The pharmacy prescription or drug manufacturer label must be present on the container. All medication must be delivered to school by an adult and given to a school representative. At the end of the school year, all medication must be picked up by an adult.
4. The school should be notified of any change in medication by submitting a new *School Medication Authorization Form*.
5. Verbal permission or notes will not be allowed.
6. Any type of medication brought to school without a *School Medication Authorization Form* will be held for safekeeping in the health office. The medication will not be administered and must be picked up by the parent/guardian or will be destroyed at the end of the school year.
7. The school nurse or principal will oversee the district's procedures for administering medicines to students and may, at their discretion, reject requests for administration of medication.
8. A student may possess asthma medication and/or an epinephrine auto-injector (Epi-Pen®) prescribed for use at the student's discretion provided the *Self Administration Form* has been submitted.

The purpose behind these procedures is to ensure that the physical well-being of the student is protected, to assure that district personnel do not administer unauthorized medication, and to reaffirm that, if at all possible, medication should be administered in the home.