

Parents have the primary responsibility of giving medications to their child at school and may come to school to give medications at any time, after checking in at the school office.

**Requests for the administration of medications by school personnel may be made as follows (in accordance with Education Code 22.052):**

1. A separate request form is to be completed for each medication, and a new request made for changes in medications or dosages.
2. Only those medications that cannot be given outside school hours will be administered. Most three-times-a-day medicines can be given before and after school. (Prescriptions can be written so that doses are not necessary during school hours. Please discuss this with your doctor.)
3. Elementary students will be given non-prescription, over-the-counter (OTC) medicine by school personnel only with a doctor's prescription. The doctor may sign this medication sheet or send written or faxed instructions for administration to the school nurse. Middle school and high school students may, with their parents' permission (doctor's order not required) carry small amounts (no more than a week's supply) of OTC medicine for self-administration; this medicine must be in the original container labeled with the student's name, and may not be shared with other students. No dietary supplements, herbal remedies, vitamins, performance boosters, etc., are allowed on school campuses or at school activities. Any exceptions to this will be as required by the IEP or Section 504 plan of a student with disabilities and only after discussion with the student's doctor, parents and school nurse. Any medicine in other than the original container is considered contraband, subjecting the student to disciplinary measures.
4. All medicine must be in the original, properly labeled container, accompanied by this completed form. Please ask your pharmacist to dispense two labeled bottles of medication: one for home and one for school. Changes in dosages require new labels and new parent request forms.
5. Elementary and middle school medications are distributed in the health room/office. Please encourage your child to take the responsibility to go to the office at the prescribed time. Elementary and middle school students may carry inhalers (prescription and OTC) only with a doctor's order.
6. Unused medication will be discarded after two weeks at the end of the school year. We highly encourage parents to pick up any unused medication rather than sending it home with children. We will send medicine home with a student only with a parent's written request.

**Please note: First dosages of any medicine will not be administered at school for safety reasons.**

**Parent/Physician Request for Administration of Medication by School  
Personnel Form**

**Denton ISD Regulation**  
**Date: 06/10/2014**  
**Related Policy Code: FFAC**

<b>Request Date</b>		<b>Medicine Start Date</b>		<b>Medicine End Date</b>	
<b>Student's Name</b>				<b>Grade</b>	
<b>Teacher or Team #</b>		<b>Name of Medication</b>			
<b>Condition (or signs/symptoms) for which medication is required.</b>					
<b>Exact dosage in mg, puffs, etc.</b>					
<b>Time(s) to be given at school</b>					
<b>If given on an as-needed basis, indicate shortest intervals between doses</b>		<b>Maximum number of doses per school day</b>			
<b>Precautions/side effects of medication</b>					
<b>Special instructions</b>					
<b>Physician's name</b>		<b>Physicians Phone</b>			
<p>I, the undersigned parent/guardian of _____ (student's name) request the above medication be administered to my child. I also give permission to my child's teacher to administer this same medication as prescribed above on field trips during this school year.</p>					
<b>Parent/Guardian's Signature</b>					
<b>Home Phone</b>		<b>Work or Other Phone</b>			
<b>Physician's Signature *</b>					
<b>Physician's Phone</b>		<b>Physician's Fax</b>			

\* A properly labeled prescription container will be accepted as proof of physician's order.