

**PHYSICIAN'S REQUEST FOR ADMINISTRATION OF MEDICATION DURING  
SCHOOL HOURS**

Dear Doctor:

The parent/guardian of \_\_\_\_\_ has requested that we administer the prescribed medication \_\_\_\_\_ to the student during the school day.

If it is essential that the student receive the medication during school hours, please complete the following information.

Diagnosis \_\_\_\_\_

Name of Medication \_\_\_\_\_

Dosage \_\_\_\_\_

Time Schedule for Administration \_\_\_\_\_

Number of Days for Administration \_\_\_\_\_

Side Effects or Curtailment of Activity \_\_\_\_\_

(Sports, Recess, etc.)

List any other medication prescribed and indicate whether or not the medication interacts harmfully with the prescribed medication.

Explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Physician's Phone Number

\_\_\_\_\_  
School Nurse's Signature

**PARENTAL MEDICINE PERMISSION FORM**  
(This permission form must be accompanied by  
written orders from the attending physician)

Please complete the following information and enclose with each medication you send to school to be taken during school hours.

STUDENT NAME \_\_\_\_\_ HOMEROOM \_\_\_\_\_

NAME OF MEDICINE \_\_\_\_\_

PRESCRIBED BY PHYSICIAN? Yes \_\_\_\_\_  
(Name of Physician)

INCLUDE THE DOCTOR'S WRITTEN ORDERS WITH YOUR PERMISSION FORM.

PRESCRIPTION # \_\_\_\_\_

NAME OF PHARMACY \_\_\_\_\_

DOSAGE \_\_\_\_\_ at \_\_\_\_\_ for \_\_\_\_\_ days.  
(Times) (Number)

I WILL TAKE FULL RESPONSIBILITY FOR THE PRESCRIBED MEDICATION, WHICH IS TO BE GIVEN DURING SCHOOL HOURS.

\_\_\_\_\_  
(Signature- Parent/Guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Phone-Home)

\_\_\_\_\_  
(Phone-Work)

The medicine container must be properly labeled with the student's name, homeroom, name of the medication and the time and dosage to be given.

Medications that do not comply with these guidelines will not be given by school personnel and will be returned to the parent or guardian.