



PORT WASHINGTON-SAUKVILLE SCHOOL DISTRICT

We educate all children to reach their greatest potential.

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Parent Responsibilities for Administration of Medication at School

Whenever possible, prescriptions medication should be administered to school children by their parents/legal guardians at home. Should it be necessary to administer prescription medications during the school day, the school principal and/or other persons designated by the school principal, may administer prescribed medications to students under the following established conditions:

- A. Prescription medications will not be administered to a student by any Port Washington/Saukville Schools personnel unless a **PRESCRIPTION DRUG AUTHORIZATION FORM** is completed by the prescribing health care provider and given to the school.
- B. The Prescription Drug Authorization Form requires:
 - clearly written instructions relative to the number of times per day for administering the medication, signed by the prescribing health care provider.
 - the time of day that the medication is to be given to the student
 - the amount of dosage
 - the parent/legal guardian's written consent allowing the school district staff to administer the prescribed medication to the student.
- C. The **Prescription Drug Authorization Form** can be obtained at the school office during normal school hours of operation. It is the parent/legal guardian's responsibility to have the Prescription Drug Authorization Form completed and returned to the school office before any medication can be administered to the student at the school. The form is also available on the PWSSD website.
- D. The completed Prescription Drug Authorization Form is effective for one school year from the date of the medical provider's signature.
- E. If there is a change in the medication, its dosage amount, or the time it is to be administered, you must obtain a new Authorization Form and have it filled out by the health care provider and returned to the school offices within 48 hours. No change in medication administration dosage can be permitted without appropriate authorized forms.
- F. Prescription medications administered by non-medical school personnel are limited to those that can be given orally. The exception may be field trips and after school programming. Prescription medication must be in a pharmacy container and must clearly identify the student, the dosage, and the prescribing health care provider's telephone number. Medications that are provided in envelopes or bags or other non-specified containers will not be accepted.
- G. The parent/legal guardian is responsible for safe delivery of medication to the school. The

parent/legal guardian is also responsible for providing a sufficient quantity of medication so that the school can comply with the medical provider's orders. (NOTE: several ADHD medications are a "controlled substance" and must be delivered to the school by the parent/legal guardian or by another adult authorized to deliver the student's prescription by the parent/legal guardian).

- H. When a prescribed medication is discontinued, it is the responsibility of the parent to notify the school, who will in turn fax an "Authorization to Discontinue Medication" form to the attending medical provider.

Parent signature verifying knowledge of the above information.

Date