



## Authorization for Overnight Trip Medication Administration (CREO STUDENTS ONLY)



Child's Name  DOB:  Classroom:  School Year:

### Physician/Licensed Prescriber Order for Administration of Medication by School Staff (TO BE COMPLETED BY HEALTH CARE PROVIDER)

Medication Start Date:  Medication End Date:   
*(All authorizations expire at the end of the scheduled trip.)*

Medication	Medical Diagnosis (ICD-10-CM Code)	Dose	Frequency/Time	Route	Special Instructions

Physician/Licensed Prescriber Signature      Print Name of Physician/Licensed Prescriber      Date

             
 Clinic Name & Address      Phone #      Fax #

### Parent/Guardian Medication Authorization & Permission for Release of Information (TO BE COMPLETED BY PARENT/GUARDIAN)

1. I request that the above medication be given, as ordered by the student's physician/licensed prescriber, during this overnight school trip
2. I give permission for the medication to be given by designated staff as assigned or delegated, trained, and supervised by the school nurse/health consultant.
3. I will notify the school in writing of any changes that are made to medication and/or regimen (i.e. dosage change or medication stopped).
4. I give permission for the school health staff to communicate, as needed, with school staff about my child's medical condition and the action of the medication.
5. I give permission for the school health staff to consult with my child's physician/licensed prescriber about any questions regarding the listed medication or medical condition(s) being treated by medication.
6. I give permission for the physician/licensed prescriber to release information related to the above medication and medical condition(s) to the school health staff.

Draw and insert signature here

                   
 Parent/Guardian Signature      Printed Name      Date      Phone #

### Return of Unused Medication to Parent/Guardian

(TO BE COMPLETED WITH SCHOOL STAFF)

Quantity (if controlled substance):  Staff signature:  Parent's initials:  Date:



## Information Regarding the Administration of Medication at HIHCM

1. Parents/guardians asking school staff to give medication must provide written permission every school year that has been signed by the parent/guardian.
2. The student's physician/licensed prescriber must also provide written authorization for all prescription medications and select over-the-counter medications.
3. Prescription medications must come in a container labeled by the pharmacy (*ask the pharmacist to put the medication in two containers if you also need one for home*). The following information must be on the label and match the prescriber's order:
  - a) Student's name
  - b) Name and dosage of medication
  - c) Time/frequency medicine is to be given
  - d) Physician/licensed health care provider's name
4. Over the counter medication must be packaged in an original container with the manufacturer's label intact and clearly indicating dosage, instructions, and ingredients. The student's name should be written on the container.
5. Medications should be brought to school by a parent/guardian or a responsible adult. If there is any medication remaining after treatment, or at the end of the school year, the parent/guardian will arrange for it to be picked up. School staff will not send medications home with students.
6. Parents must notify the school in writing if a medication is discontinued.
7. A new medication consent form is required:
  - a) When the dosage or time of administration is changed
  - b) At the beginning of each school year
  - c) If a discontinued medication is restarted
8. The school nurse/health consultant will designate appropriate storage for medications. Medications will not be accessible during non-school hours unless arrangements are made ahead of time with the health office.
9. Therefore, if a student requires access to their medication while participating in any onsite before/after school activities or partner programs, the parent/guardian is responsible for working and coordinating with activity/program staff and HIH Health Services.
10. Whenever possible, medications provided by families should be dye-free.

We look forward to serving your family! Please contact the Health Services staff from your Hand In Hand campus with any questions or special considerations.