

Instructions for Parents Completing Medication Administration Form

If your child requires medication to be supervised or administered by school staff for at least one month or medication in an emergency (e.g., Epipen), you and your doctor must complete the attached form. No medications will be given to your child without a signed medication administration form.

Parent/Legal Guardian:

- ❖ **Complete and sign Section A** of the *Medication Administration Form* and return the form to the school prior to school starting in September or when your child is started on a medication.

- ❖ **Have your family doctor complete and sign Section B** of the *Medication Administration Form*. Your doctor needs to clearly state the medical condition, the name of the medication, the amount of medication to be given, how often it is to be given, consequences of a missed dose, important side effects and/or drug reactions.

- ❖ **Provide the medication in its original container** clearly labelled with:
 - ◆ Child's name
 - ◆ Medication name
 - ◆ Dosage
 - ◆ Expiry date

Ask your pharmacist for an extra labelled container for prescription medications (so you can supply one for school use) and an accurate measuring spoon or cup for liquid medications.

The school principal will be informed of the medication to be administered and will discuss this with school staff. The school's Public Health Nurse is available for consultation if there are any questions about the medication.