

# THREE VILLAGE CENTRAL SCHOOL DISTRICT

## ADMINISTRATION OF INTERNAL MEDICATION

### MEDICAL RELEASE FORM

Students shall not be permitted to take medication while at school unless such medication is given them by authorized school personnel acting under specific written request of the parent or guardian and under the written directive of the student's personal physician. Students participating in school-sponsored activities during regular school hours, after-school hours, or vacation periods either in school or away from school may be given the medication under the supervision of a qualified staff member as designated by the building principal. This policy covers all prescriptions and other drugs, including aspirin.

The following procedures have been developed to implement this policy:

1. The parent must submit a written request to the school authorities.
2. A written request must be submitted by the family physician in which the frequency, dosage, and duration of the prescribed medication is indicated.
3. For elementary school students, the medication must be brought to school in a labeled container by a responsible adult. The label must contain at least the following information: name of student, name of medication, amount to be administered, and the time the medication is to be administered. Secondary school students may bring the medication to school with the required forms.
4. Students will not be permitted to take any medication if the established procedures are followed.
5. It is the responsibility of the student to report to the health office at the prescribed time purpose of receiving the medication.
6. This procedure must be repeated at the beginning of each school year whenever there is a case of continued need for medication.
7. Secondary school students may be allowed to carry and self-administer medication if "self-medication release form" is properly signed and returned.