

Hampton Christian Academy
Parents Request for Administration of Medication
2018-2019

We attempt to discourage administration of medication at school and request that medication be scheduled at times other than school hours whenever possible. We recognize that this is not always feasible, however, and will administer prescribed medications if this form is properly filled out and is on file in the school clinic. In order for the school to legally administer medication, these procedures **must** be followed:

1. Use this form to convey written orders from a physician detailing the name of the prescription medication, dosage, and time interval it is to be taken (note that a **PHYSICIAN'S SIGNATURE** is required.)
2. Signature of parent or guardian requesting that the school comply with the physician's request is also required.
3. Medication must be brought to the school clinic by the parent or guardian -- not the student and in its original container. Prescription medication must be properly labeled by the pharmacy or physician. (Properly labeled means - clearly stating the student's name, the date, the dosage of the medication, the frequency of the doses, the physician's name and any other information which may be necessary for the proper administration of the medication.) Medication must **not** be kept by the student in their desk, book bag, or lunch box.

The school assumes no responsibility for medications transported or administered by the student himself. If caught with medication, though, it will be confiscated and returned only to a parent.

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