

# Hampton Christian Academy

## Parents Request for Administration of Medication 2019-2020

Hampton Christian Academy discourages administration of medication at school and requests 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, the following 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 in its original container to the school clinic by the parent or guardian -- not the student. Prescription medication must be properly labeled by the pharmacy or physician. ("Properly labeled" means the following: 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.)
4. Medication must **not** be kept by the student in his/her desk, backpack, or lunch box.

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

(over)

