

Penelope Independent School District
Authorization to Administer Medication

Dear Parents:

To avoid confusion and inconvenience in the event your child needs to take or use medicine at school some time during the year, please be aware of the school's medication policy.

Medication must be in the original container properly labeled by the pharmacist filling the prescription, or labeled by the manufacturing Drug Company if the medication is available over the counter. (OTC label to include indications, dosage and warnings/contraindications) (Texas Education Code 21.914)

1. Students will not have medicines in their possession at school (exceptions require doctor's note): therefore, all medications will be taken to the office upon student arrival.
2. **All medications**, whether prescription or over-the-counter, must be in the original container with the original labels attached, preferably with a child-proof cap.
3. Medicines must be sent by the parent or guardian. Medicines cannot be supplied by the school or its employees. Personnel appointed by the superintendent or principal will administer medication and document its administration.
4. We **must have a signed note** from the parent or guardian stating:
 - a. Name of student.
 - b. Name of the medication.
 - c. Amount to be given.
 - d. Date and time to be given.
 - e. Signature of parent or guardian.
5. If medication is long term (30 days or more) a permit from the doctor is needed as well as a note from the parent.

All medications are included: pills, liquids, creams, sprays, cough drops, ointments, etc. If you have any questions, contact Mr. Timmons at 254-533-2215.

Complete the form below, detach at dotted line and return to school.

To: Official of Penelope ISD

I hereby request the administration of the following medication to my child:

Name of student: _____

Name of medication: _____

Amount to be administered: _____

Date and/or times to be administered: _____

Parent of Guardian signature: _____

Date signed: _____