

El Segundo Unified School District
SITE-ADMINISTERED MEDICATION FORM

The El Segundo Unified School District requires that all students requiring medication during school hours must do the following:

1. Present a written statement from the student's physician detailing the method, amount and time schedule for the administration of the indicated medication.
2. Present a written statement from the student's parent/guardian requesting the District to assist the student in taking the prescribed medication.
3. Provide the medication in the original bottle, properly labeled to the site Health Office.

If deemed a medical necessity and age appropriate: Parents/guardians who wish to request their student be allowed to self-administer, -monitor or -treat his/her existing medical condition must make this request to the school nurse in writing and include written approval by the student's physician.

TO BE COMPLETED BY PARENT:

Pupil's Last Name	First Name	Gender	Date of Birth	School
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I hereby request that designated school district personnel (not necessarily a school nurse) assist my child in taking the following medication in accordance with the instructions provided below by my child's physician. I authorize the District to communicate with the physician indicated below regarding my child's medical condition and/or the medication prescribed to treat it.

Date	Telephone Number	Signature of Parent/Guardian
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TO BE COMPLETED BY A LICENSED PHYSICIAN:

Purpose for Medication	Name of Medication	
Dosage Prescribed	Administration Time Schedule	Dose Form (Tablet, Liquid, etc.)
Date of Prescription	Length of Time to be Taken	Method of Administration

DESCRIBE PRECAUTIONS, SPECIAL INSTRUCTIONS, POSSIBLE ADVERSE SIDE EFFECTS OR OTHER COMMENTS (Please include storage instructions) _____

The above-named student for whom this medication is prescribed is under my care.

Print or Type Name of Physician	Signature of Physician	
Physician's Address	Telephone Number	Date

THIS REQUEST EXPIRES AT THE END OF THE SCHOOL YEAR IN WHICH IT WAS MADE
Please Read Reverse Side

EL SEGUNDO UNIFIED SCHOOL DISTRICT
ADMINISTERING MEDICATION

The following principles and procedures will be followed when a parent requests a student be permitted to take medication at school:

1. The administration of medication to students shall be done only in exceptional circumstances wherein the child's health may be jeopardized without it and only when such administration has been requested and approved by the student's parent/guardian and physician.
2. Students requiring medications at school shall be identified to the school by the parent/guardian and/or the student's physician. Any student observed by school personnel administering unauthorized medications to them self will be reported to their parents.
3. All medications for students must be kept in the administrative or school nurse's office. Students may not carry medications on their person or keep it in their locker unless an Authorization to Self-Administer Medication Form has been completed and submitted to the school nurse with a written approval by the student's physician.
4. A written statement shall be required of:
 - A. The student's physician who shall indicate the necessity for the medication being given to the student during school hours and the method, amount and time schedule for the administration of the medication.
 - B. The student's parent/guardian who shall request and authorize designated school personnel to give said medication in the dosage as prescribed by the physician.
5. The parent/guardian will be requested to secure from the student's physician a prescription or duplicate supplies of said medication; one supply to be kept at home and one supply to be kept at school. The school principal will designate the person at the school to be responsible for the supply of medication at the school. Both supplies shall contain the name and telephone of the pharmacy, the student's identification, name of the student's physician and dosage of the medication to be given. Administration of the dosage shall be supervised by the school nurse or other designated school personnel at a time conforming with the physician's indicated dosage schedule.
6. Form letters to parents/guardians are designed to facilitate these procedures and are to be completed on an annual basis.
7. A list of students needing medication during school hours to include the type of medication, administration times and dosage will be maintained at the location school in the administrative or school nurse's office. This list is to be reviewed and updated periodically by the school nurse.
8. Under no circumstances are school personnel to provide/administer over-the-counter medicines or nostrums to students without first obtaining written consent from the student's parent/guardian and physician.
9. At the end of the school year, parents must claim any medication remaining at the school or it will be disposed of by the school nurse.

Legal References: Education Code
 49408 Emergency Information
 49423 Administration of Prescribed Medication for Pupil
 49480 Notice to School by Parent or Guardian; Consultation with Physician