

**Williamson County Schools  
Medication Authorization Form**

Tennessee Code 49-5-415 allows the school nurse or designated school employee to assist competent students who are required to take medication during the school day. Medication should be taken at home when possible and limited to those necessary to provide access to the educational program. The parent/guardian must review the WCS Medication Administration Guidelines and provide written consent. **Medication will not be administered without a completed medication form on file.**

**A separate form is required for each medication.**

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ School Year \_\_\_\_\_

Medication allergies \_\_\_\_\_

**MEDICATION INFORMATION**     Prescription Medication     Non-Prescription Medication

Name of Medication \_\_\_\_\_ Dosage and Route \_\_\_\_\_

Time or frequency \_\_\_\_\_ Purpose of medication \_\_\_\_\_

Possible side effects \_\_\_\_\_ Special instructions \_\_\_\_\_

Start date \_\_\_\_\_ End date \_\_\_\_\_

**PHYSICIAN'S AUTHORIZATION** - Required for all prescription medications given more than one week

*The above-named student is under my medical care and requires this medication to be given at school.*

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_

Physician's Name (Print) \_\_\_\_\_ Phone \_\_\_\_\_

**PARENT/GUARDIAN'S AUTHORIZATION (Required)**

I acknowledge that the above-named student is competent to self-administer this medication with assistance from the school nurse or designated trained personnel at school. I consent to communication between the school nurse and prescribing health care provider or clinic to discuss administration and use of this medication. I agree that the Williamson County Board of Education shall incur no liability and be held harmless against any claims of injury related to the administration of such medication.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Name (Print) \_\_\_\_\_ Phone \_\_\_\_\_

Medication received by \_\_\_\_\_ Quantity \_\_\_\_\_ Date \_\_\_\_\_ Exp. Date \_\_\_\_\_

## **Williamson County Schools Medication Administration Guidelines**

- All medications (over-the-counter and prescription) require a completed WCS Student Medication Authorization Form. A separate form is required for each medication.
- Physician authorization is required for all prescription medications to be given more than one week. It is the responsibility of the parent/guardian to obtain the physician's signature on the form.
- A new authorization form is required each school year and if the medication or dosage is changed.
- All medication must be delivered to school by parent/guardian or responsible adult. Students are not allowed to bring their own medication to school.
- Over-the-counter medication must be provided in the original, unopened container with the ingredients label, dose schedule, and student's name affixed to the container.
- Prescription medications must be brought to school in the original, pharmacy labeled container with child's name, prescription number, drug, dosage, and directions for administration. Ask the pharmacy to supply a second prescription bottle for school use.
- Prescription medication must be counted when brought to school with the school nurse or designated employee and the parent/guardian. No more than a thirty (30) day supply should be stored at school.
- It is a violation of state and district policy for students to carry medication on school grounds, except for emergency medications with written permission by parent/guardian and physician. Please do not put any medication (including vitamins, cough drops, Tylenol) in your child's lunch box, back pack, or pockets.
- The first dose of medication should always be given at home in case of an adverse reaction.
- Expired medications will not be administered. Emergency medications that will not expire during the school year should be provided whenever possible.
- Two epinephrine auto-injectors should be available for students with known anaphylaxis.
- 911 will be called for any student who receives emergency medications while at school.
- If a student is taking a medication that is required 3 times during the day, it should usually be administered before school, after school, and at bedtime. This medication will not be given at school unless the student must be at school for an extended time prior to or after regular school hours.
- Alternative medications not approved or regulated by the FDA will not be administered at school. This includes, but is not limited to herbal or homeopathic remedies, dietary supplements, and essential oils.
- Medication not picked up at the end of each school year or the end of treatment regimen will be disposed of according to state regulation and district protocol.