

Authorization to Administer Prescribed Medication Release and Indemnification Agreement



PART I—TO BE COMPLETED BY THE PARENT/GUARDIAN

I hereby request and authorize The Gan Montessori personnel to administer prescribed medication as directed by the physician (Part II below). I agree to release, indemnify, and hold harmless The Gan Montessori and any of their offices, staff members, or agents from lawsuit, claim, demand, or action against them for administering prescribed medication to this student, provided The Gan Montessori staff are following the physician's order as written in Part II below. I have read the procedures outlined on the back of this form and assume the responsibilities as required.

Student: _____ Birthdate: _____

Prescription: Renewal New If new, the first full day's dosage was given at home on: _____

List all medication(s) student is taking, including over the counter medication(s):

Parent/Guardian Signature

Phone Number

Date

PART II—TO BE COMPLETED BY PHYSICIAN

The Montgomery County Department of Health and Human Services and The Gan Montessori discourage the administration of medication to students during the school day. Any necessary medication that possibly can be administered before and after school should be so prescribed. Only non-parenteral medications are administered except in specific emergency situations. School personnel will, when it is absolutely necessary, administer medication to students during the school day, as outlined on the back of this form. **PLEASE USE A SEPARATE FORM FOR EACH MEDICATION.**

Name of Medication: _____ Diagnosis: _____

Dosage: _____ Time(s) To Be Given at School: _____

Route of Administration: _____ Effective Dates: From _____ to _____

Side Effects: _____

If PRN, specify:

When indicated (signs/symptoms): _____

Frequency of Administration: _____

Physician's Name (print)

Physician's Signature

Phone Number Date

PART III—TO BE COMPLETED BY THE DIRECTOR

Check as appropriate:

Parts I and II above are completed, including signatures. (It is acceptable if all items of information in Part II are written on the physician's stationary/prescription blank.)

Prescription medication is properly labeled by a pharmacist.

Medication label and physician order are consistent.

Over-the-counter medication is in an original container with the manufacturer's dosage label and safety seal intact.

Date any unused medication is to be collected by parent or guardian (within one week after expiration of physician's order).

Director Signature

Date

INFORMATION AND PROCEDURES

1. No medication will be administered in school or during school-sponsored activities without the parent's/guardian's written authorization and a written physician order. This includes both prescription and over-the-counter (OTC) medications.
2. The parent/guardian is responsible for completing Part I and obtaining the physician's statement on Part II. This is required every school year for each new or continuing order or if there is a change in dosage or time of administration during the school year. (A physician may use office stationary or prescription pad in lieu of completing Part II.) Information necessary includes: child's name, diagnosis, medication name, dosage, time of administration, duration of medication, side effects, physician's signature, and date.
3. The medication must be delivered to the school by the parent/guardian or, under special circumstances, an adult designated by the parent/guardian. Under no circumstances will either the school personnel administer medication brought to school by the student.
4. All prescription medication must be provided in a container with the pharmacist's label attached. Non-prescription OTC medication must be in the container with the manufacturer's original label. Physician samples must be appropriately labeled by the physician.
5. The first day's dosage or any new medication must have been given at home before it can be administered at school.
6. The parent/guardian is responsible for collecting any unused portion of a medication within one week after expiration of the physician's order or at the end of the school year. Medication not claimed within that time period will be destroyed.
7. The school director will call the prescriber, as allowed by *Health Insurance Portability and Accountability Act* (HIPAA), if a question arises about the child and/or the child's medication.