

COLTON MIDDLE SCHOOL  
AUTHORIZATION TO DISPENSE MEDICATION

MEDICATIONS AT SCHOOL

When students must take medications at school, the procedure outlined below must be followed:

1. The medication must be brought to school by the parent. **Children are not permitted to transport medications - prescription or nonprescription - to or from the school.**
2. The parent must complete an *Authorization to Dispense Medication* form. A new form must be filled out if there is a change in medication or dosage.
3. Medications must be in their original container appropriately labeled by the pharmacy or physician. This label must indicate the name of the student, name of the drug, dosage, and the time interval that the medication is to be taken. If the medication must be taken at home and at school, the pharmacist can issue the medication in two separate bottles.
4. It is the responsibility of the student to report to the office to take their medication.
5. Parents may come to school and administer medication as needed. A completed medication form is not required if the parent dispenses the medication.

**Even medication such as aspirin, cough syrup, vitamins, etc., must follow the above guidelines.**

Medication will be kept in locked storage and will be administered by office staff. All medications are to be picked up by the parent at the end of the school year. Those left at school will be destroyed.

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I am requesting that my child, \_\_\_\_\_, be given or be assisted in

taking \_\_\_\_\_ at \_\_\_\_\_ until \_\_\_\_\_.  
(medication and dosage) (time or interval) (date)

This medication was prescribed by \_\_\_\_\_, \_\_\_\_\_.  
(doctor) (doctor's phone number)

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_

I release Colton School District from any legal responsibility involved in the dispensing of this medication.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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