

CTCA MEDICATION RELEASE FORM

Student Name: _____

Date of Birth: _____

Grade: _____

TO BE COMPLETED BY HEALTH CARE PROVIDER FOR BOTH PRESCRIPTION AND OVER-THE-COUNTER MEDICATIONS

DIAGNOSIS: _____
MEDICATION / PROCEDURE: _____

DOSAGE: _____

ROUTE: _____

TIME OF ADMINISTRATION: _____

SPECIAL INSTRUCTIONS: _____

DATES TO BE PERFORMED (Maximum of 1 year): _____

FOR SELF-ADMINISTRATION

YES NO - Student has demonstrated understanding of and ability to self administer above medication for asthma, diabetes, or anaphylactic reaction and may carry and self-administer as prescribed.

PRESCRIBED BY: _____ DATE: _____

(Signature of Health Care Provider)

Print Name: _____ Providers Phone #: _____

PARENT / GUARDIAN PERMISSION

I hereby authorize the designated staff to administer the prescribed medication/procedure as directed above. I hereby release the School Board and their agents and employees from all liability that may result from my child receiving the prescribed medication/procedure.

Parent/Guardian Signature _____ Date: _____

Dear Parents,

It is the policy of the CTCA Board of Education to serve students who must receive medication during school hours. Every effort should be made by the parent/guardian and physician to limit the need for medication to be administered during the school day. Medication as used in this policy is defined as being those substances recommended by a licensed physician being either prescription or non-prescription (over-the-counter) medications. School personnel, as designated by the school principal, may assist with the administration of medication to students if a "CTCA Medication Release Form" is completed and signed by both the student's parent/guardian and physician. No liability will be assumed by CTCA or any of its employees as they comply with the instructions for the administration of medication as provided in writing by the student's parent/guardian and physician while complying with this policy and procedures. The CTCA Board of Education or designee will assume no responsibility for students who self-administer medication without complying with this policy and procedures.

A. Administration of Prescription and Non-Prescription Medication

1. Confidentiality laws as well as guidelines addressed in Family Education Rights and Privacy Act (FERPA) must be adhered to when administering medication to students at school. Properly completed "CTCA Medication Release Form" shall be maintained in the principal/designee's office for safe and secure storage.
2. School employees will inform parents of the medication policy to include the need for a completed "CTCA Medication Release Form" prior to the administration of any prescription and non-prescription medication to students. A separate form must be completed for each medication requested to be administered at school and/or field trip and each request must be renewed at the beginning of each school year.
3. All prescription medication administered by school personnel must be presented in the original container as labeled by a licensed pharmacist. All non-prescription medication (over-the-counter) medications will be presented to the school in the manufacturer's original package and the dosage instructions clearly written on the "CTCA Medication Release Form" by the student's physician and signed by both the parent/guardian and physician.
4. School personnel responsible for administering medication or supervising a student self-administering a medication (prescription or non-prescription) shall document this activity on the "Medication Log".
5. Medications shall be secured in a locked location with the exception of emergency medications (asthma inhalers, emergency epinephrine and insulin), which should be stored in a designated secure location under the control of designated and trained staff. Medication requiring refrigeration shall be stored in a locked container and placed in a refrigerator located in an area with limited access.
6. Parent/Guardians are responsible for informing the school principal or designee of any changes in the child's health for which medication is currently being administered. Any necessary change in medication administration, including dosage, time, or frequency will

require written authorization from the prescribing physician on a newly completed “CTCA Medication Release Form”.

7. All medication shall be transported to and from school by a parent/guardian or other responsible adult. The only exception is that with proper documentation students who have written permission to carry and self-administer may possess emergency medications (asthma inhalers, emergency epinephrine, insulin).

8. Unauthorized non-prescription (over-the-counter) and/or prescription medication shall not be given to any student by any member of the school staff under any circumstances.

9. Upon the end of the school year or upon student withdrawal, designated staff shall notify parent/guardians that medications should be collected from school by a designated date and time and medications remaining after designated date and time will be discarded.

10. Disposition of medication shall be performed by the school nurse (designated staff member) and witnessed by another member of the school staff. The name of medication and the count shall be recorded on the medication log and signed by both the school nurse and witness.

11. Proper disposal of prescription drugs according to federal guidelines include; take drugs out of their original containers, mix drugs with an undesirable substance, such as speedy cleanz or unliquid, put the mixture into a sealable bag, conceal or remove any personal information on the containers by covering it with black permanent marker or duct tape or by scratching off. Do not flush drugs down the toilet or drain unless the label specifically instructs you to do so. Caps of inhalers should be broken off so no medication can be dispersed and thrown in the trash. Injectable medication should be discarded in sharps containers.

12. After completion of the current school year, all forms pertaining to the medication administration to students at school shall be maintained in the student’s school health folder. These forms shall be maintained until the student is 29 years of age and has not received services within the last ten years, if no litigation, claim, audit or other official action involving records has been initiated.

13. All medication errors must be reported and documented by the person responsible on the “Medication Administration Incident Report Form”. The completed “Medication Administration Incident Report Form” will be submitted to the principal. Examples of errors: failing to administer a dose, administering the wrong medication or the incorrect dose, administering medication to the wrong child, administering medication beyond the acceptable time duration (30 minutes before or after time ordered) or administering medication by the wrong route.

B. Self-Administration of Medication

1. Students who self-carry and self medicate at school must do so with proper documentation completed in writing on the “CTCA Medication Release Form” by their physician and parent/guardian. Students may carry and self-administer medications to

maintain better management and control of diseases to include asthma (inhalers), diabetes (insulin), and potential anaphylaxis (emergency epinephrine).

2. The request for a student to be allowed to carry and self-administer a medication at school and/or school, sponsored activities must be included on a “CTCA Medication Release Form” as completed by the physician and parent/guardian.

3. The physician must verify in writing that the student understands, has been instructed in self-administration and has demonstrated the skills necessary for independent use of prescribed medication to include asthma, diabetes, and emergency treatment of potential anaphylaxis such as an epinephrine auto injector.

4. A written treatment plan (Emergency Action Plan, Individual Healthcare Plan) should be developed to include an emergency protocol for managing the student’s asthma, diabetic management, anaphylaxis episodes and other conditions requiring medication use by the student.

5. Parents/Guardians should provide a back-up emergency medication that shall be kept at the school in a location easily accessible in an event of asthma, diabetic or anaphylaxis emergency. Without parental compliance with this provision, 911 emergency services will be secured for students in need.

6. The requirement for permission to be granted for a student to possess and self-administer an emergency medication must be renewed annually at the beginning of each school year.

A copy of the CTCA Medication Release Form is attached. Please fill this out if your child needs to be medicated while at school.