

**PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT**  
**Health Services**  
**REQUEST FOR MEDICATION TO BE TAKEN DURING SCHOOL HOURS**

***TO BE COMPLETED BY LICENSED PHYSICIAN***

\_\_\_\_\_  
Last Name of Student      First      Sex      Date of Birth      School      Grade

\_\_\_\_\_  
Diagnosis/Purpose of Medication      Name of Medication

\_\_\_\_\_  
Dosage Prescribed      Time Schedule      Dose Form (Tablet, Liquid)

\_\_\_\_\_  
Date of Prescription      Length of Time Medication Will Be Necessary

Possible Side Effects: \_\_\_\_\_

Action to be taken to Case of Side Effects: \_\_\_\_\_

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

I verify that this student is under my care and requires this medication be taken during school hours.

\_\_\_\_\_  
Printed Name of Physician      Signature of Physician

\_\_\_\_\_  
Street Address      Telephone

\_\_\_\_\_  
City      State      Zip Code      Date

***TO BE COMPLETED BY PARENT/GUARDIAN***

I request that my child, \_\_\_\_\_, be assisted in taking the above prescribed medication at school by authorized persons, and will comply with the school's policies and procedures. If this request is granted, I agree to hold the school district and its employees harmless to providing this service to my child. I hereby give consent to the school nurse to communicate with my physician and to counsel with school personnel regarding the possible effects of the drug on my child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

I understand that my child may not have to take medication at school unless the appropriate form is completed and on file in the health office.

\_\_\_\_\_  
Date      Day Telephone      Home Telephone      Signature of Parent or Guardian

## REGULATIONS FOR ADMINISTRATION OF MEDICATION AT SCHOOL

Every attempt should be made for students to take all medications at home. For example, medications required three times per day can be taken before school, after school and at bedtime. Parents (or other adults designated by the parent) may also bring medication to school and administer it to their child.

Students are not permitted to have in their possession or take any medication (either prescription or over the counter) at school unless the necessary form is completed by the physician and parent.

Students may take medication during the school day only if it is necessary that they have it to remain in school. This applies to both prescription and over the counter medications.

*California Education Code*, Section 49423, allows the student to take medication or be assisted with taking the medication during the school day, if the following requirements are met:

- a. Parent/guardian must sign a statement requesting that school personnel assist the pupil in taking medication during school hours (*EC 49423*).
- b. The physician must sign a statement detailing the method, amount and time schedules by which such medication will be taken (*EC 49423*).
- c. The medication bottle provided by the parent must have the prescription label, complete with the pupil's name and doctor's instructions. Over the counter medication must be in the original labeled container.
- d. Parent request and physician statement must be renewed at least annually; new signed physician and parent statements must be submitted if the medication regimen is changed.
- e. In the absence of the school nurse, the school administrator shall designate other school personnel who may assist the student with medication (*EC 49423*). The school district reserves the right to determine the most appropriate staff member to administer medication.

Medication for elementary and intermediate students is to be brought to school by a responsible adult and kept in a locked container in the health office. No more than one month's supply may be kept at school. If liquid medication is required, a suitable measuring device must be provided (no teaspoons).

Students may carry inhalers only if the physician certifies in writing that this is necessary. A back-up inhaler should be kept in the Health Office as well.

Students requiring daily medications at home for conditions such as seizure disorders, diabetes, asthma, etc., should have a three day supply of medications at school in the event of a natural disaster. Forms to be completed by the physician and parent are available in the school's health office.