

**KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
MEDICATION AUTHORIZATION FORM**

**SCHOOL NAME:** JEFFERY ELEMENTARY **PHONE:** (262) 359-2100 **FAX:** (262) 359-2033

**ONE MEDICATION PER FORM**

**Prescription Medication:** Health Care Provider to complete. Health Care Provider signature required.  
Parent/Guardian signature required.

**Non-Prescription Medication:** Parent/Guardian to complete. Parent/Guardian signature required.

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Medication to be administered as directed.

Student Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

Route: \_\_\_\_\_

Time(s) Administered: \_\_\_\_\_

Reason for Medication: \_\_\_\_\_

Student may carry medication for Emergency purposes:  Yes  No

Additional directions/symptoms: \_\_\_\_\_

Health Care Provider Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Health Care Provider Name (Please Print): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**NOTE:** Parent/Guardian signature permits designated school staff to dispense medication to the above student and to contact the health care provider at any time with questions or concerns related to this student's medical condition and medication.

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

Parent/Guardian Name (Please Print): \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

**CRITERIA FOR DISPENSING MEDICATION**

1. **Authorization:** Students requiring medication at school, including herbal and vitamin supplements, shall provide a completed "Medication Authorization Form". Prescription medications require a signature from **both** a health care provider and parent/guardian. Non-prescription medications require the parent/guardian signature. The parents must notify the school when the drug is discontinued or for any changes. An updated medication authorization form is required for all changes in medication, dosage, or administration time. All medication authorization forms must be renewed annually. All unclaimed medication at the end of the school year will be disposed of per policy.
2. **Container:** All medication must be supplied in the original container. Prescription medications require the pharmacy label. Non-prescription medication must be in the original container with the directions on the container including student name. All medication shall be kept in a locked cabinet.
3. **Delivery to School:** It is the responsibility of the parent/guardian to provide and deliver to the school all authorized medication and replace expired medication.