

**REQUEST FOR ADMINISTRATION OF PRESCRIPTION MEDICATION**  
**Logan-Hocking School District**

STUDENT NAME : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

SCHOOL : \_\_\_\_\_

GRADE : \_\_\_\_\_

PLEASE COMPLETE ALL AREAS OF THIS FORM. ALL INFORMATION IS REQUIRED BY OHIO LAW.

PRESCRIPTION MEDICATION : \_\_\_\_\_

DOSAGE : \_\_\_\_\_ TIME TO BE GIVEN : \_\_\_\_\_

DATE ADMINISTRATION TO BEGIN : \_\_\_\_\_

DATE ADMINISTRATION TO END : \_\_\_\_\_

ADVERSE REACTIONS TO BE AWARE OF: \_\_\_\_\_

SPECIAL INSTRUCTIONS REGARDING MEDICATION : \_\_\_\_\_

PHYSICIANS SIGNATURE : \_\_\_\_\_ DATE : \_\_\_\_\_

PHONE NUMBER : \_\_\_\_\_ FAX : \_\_\_\_\_

I GIVE MY PERMISSION FOR THE ABOVE PRESCRIPTION MEDICATION TO BE ADMINISTERED TO MY CHILD.

PARENT/GUARDIAN SIGNATURE : \_\_\_\_\_ DATE : \_\_\_\_\_

PHONE NUMBER WHERE I CAN BE REACHED : \_\_\_\_\_

**IMPORTANT INFORMATION ON REVERSE SIDE →**

## PROCEDURES FOR ADMINISTRATION OF PRESCRIPTION MEDICATION

THE FACULTY, ADMINISTRATION AND BOARD OF EDUCATION RECOGNIZE THAT THE UTILIZATION OF MEDICATION IS A SERIOUS HEALTH CONCERN AFFECTING OUR STUDENTS AND FACULTY. THE LOGAN-HOCKING SCHOOLS' PHILOSOPHY OF HEALTH FOCUSES ON THE WELLNESS OF THE STUDENT.

WHERE PRESCRIPTION MEDICATION IS USED AND TIME TABLE FOR IT INVOLVES THE REGULAR SCHOOL DAY, THE FOLLOWING PROCEDURES WILL BE FOLLOWED.

1. WRITTEN COMMUNICATION FROM THE PHYSICIAN AND PARENT/GUARDIAN MUST BE COMPLETED.
2. **ALL MEDICATION MUST BE BROUGHT IN BY A PARENT/LEGAL GUARDIAN OR EMERGENCY CONTACT PERSON.** STUDENTS FOUND IN POSSESSION OF MEDICATION (LOCKER, POCKET, BOOKBAG) WILL BE IN VIOLATION OF THE CODE OF CONDUCT POLICY. EXCEPTION TO THE ABOVE STATEMENT WOULD BE A STUDENT THAT HAS AN EPI-PEN, ASTHMA INHALER OR DIABETIC SUPPLIES BUT MUST HAVE COMPLETED PROPER DOCUMENTATION AND IT IS ON FILE IN THE HEALTH CLINIC.
3. ALL MEDICATION WILL BE BROUGHT IN THE ORIGINAL CONTAINER IN WHICH IT WAS PURCHASED.
4. ALL MEDICATION WILL BE GIVEN DIRECTLY TO A SCHOOL REPRESENTATIVE WHO WILL THEN GIVE TO HEALTH AIDE OR NURSE IN THE HEALTH CLINIC FOR PROPER STORAGE.
5. AT THE END OF THE SCHOOL YEAR ALL MEDICATION WILL NEED TO BE PICKED UP BY PARENT/ GUARDIAN OR EMERGENCY CONTACT PERSON. **NO MEDICATION WILL BE SENT HOME ON BUS WITH STUDENT.** MEDICATION CAN BE PICKED UP 10 WORKING DAYS (M-F) AFTER THE LAST DAY OF SCHOOL. IF MEDICATION IS NOT PICKED UP, IT WILL BE PROPERLY DISPOSED OF.