



Harpswell Coastal Academy

Permission To Administer Medication Which Must Be Taken During School Hours

Date: _____ Student's Name: _____

Grade/Homeroom Teacher: _____

Name of Medication: _____ Pharmacy: _____

Prescribing Physician: _____ Telephone: _____

Reason for Medication: _____

Dosage: _____ Time(s) To Be Administered: _____

Possible side effects and safety procedures: _____

Prescribing physician's signature - REQUIRED or a signed doctors order can be faxed to 833-3231

_____ Date _____

Medications and Treatments in the Health office

All medications, prescription and non-prescription alike, must be kept in health office.

In compliance with state law, the school requires **both a doctor's order and parent permission to administer** any medication to a child. Please see the website for permission forms or contact your School Health Aide.

No child with a potentially life-threatening illness will be allowed to attend Harpswell Coastal Academy without providing the school with unexpired emergency medication. This includes but is not limited to an EpiPen, glucagon, or an albuterol inhaler.

For more information, please contact The School Health Aide 207 833-3229 ext 107. In an emergency situation and immediate medical care is indicated, the school will call 911. The student will be transported to the hospital. Parents/legal guardians will be notified.

Instructions for Parent/Guardian For Authorization of Medication

It is the policy of Harpswell Coastal Academy Schools that only essential medications will be administered to students in school. Whenever possible, the schedule of medication administration should allow a student to receive all prescribed doses at home. If a student needs medication, prescription or over-the-counter medications, during school hours, please follow these instructions:

1. Complete the "Permission to Administer Medication" form and return it to the school office with the medication. A physician's signature is required for all medications, prescription and over-the-counter medications.
2. A guardian or designated adult must bring the medication to the school office in an original, unbreakable container that is properly labeled with the name of the medication, date, dosage, time(s) to be administered and the name of the student who is to receive it. **STUDENTS MAY NOT BRING MEDICATION TO SCHOOL.**
3. The school may only house 20 doses of a student's medication at one time. The School Health Aide will attempt to notify families when a student is running out of medication, however, it is the parent/guardian's primary responsibility to know track how frequently they need to drop off medication.
4. Refer to the complete Harpswell Coastal Academy Medication Policy as necessary or call the school nurse who serves your child's school.

Medication Removal:

At the end of the school year or the last day of student's enrollment, I choose the following method of medication disposal. I understand that if the medication is still in school seven (7) days after the last student day; the medication will be disposed of.

Parent will remove medication from school

School nurse may dispose of the medication

I understand that the above medication may be administered by any staff member who is the principal's designee. This may include a school nurse or a medically unlicensed person designated by the principal as allowed by law.

Permission to contact prescribing Physician

I give my permission for the school nurse to contact the above prescribing physician to obtain information about the medication and the administering schedule. I give my permission for the school nurse to share information with the doctor about the effects of the medication on my child's learning.

Parent or Legal Guardian's Signature _____
Telephone:(H) _____ (W) _____ Date _____