



**Request for Short-term Administration of Medication at School - 15 Days or Less**

**Medication Information**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Sex: M \_\_\_ F \_\_\_ Grade: \_\_\_\_\_ Teacher/Homeroom: \_\_\_\_\_  
Medication Name: \_\_\_\_\_ Check one: Rx \_\_\_ OTC \_\_\_  
Dose: \_\_\_\_\_ Route: \_\_\_\_\_ Time(s) of day to administer: \_\_\_\_\_  
Reason medication being given: \_\_\_\_\_  
Medication shall be administered from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Special requirements for administration or storage: \_\_\_\_\_  
Known food or drug allergies: Yes \_\_\_ No \_\_\_  
If Yes, please explain: \_\_\_\_\_

**Parent/Guardian Authorization**

I request that school health staff administer the medication as described above. I consent to medication administration for my child named above and agree to review and provide any special instructions for the administration of the child’s medication and share that information with school health staff. I understand that after 15 calendar days I may retrieve the remaining medication or it will be discarded by school health staff. (See date of expiration below.) *If administration of the medication is needed beyond 15 calendar days, I understand that a prescriber’s authorization will be required.*

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

**Faculty Review**

Medication was received from: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Medication was received by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Initial Count or Measurement: \_\_\_\_\_  
Witness Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Form expiration date: \_\_\_\_/\_\_\_\_/\_\_\_\_