



David Cash, Ed.D. Superintendent  
 Mike Bateman, Executive Director, Student Services

**REQUEST FOR ASSISTANCE WITH MEDICATION DURING REGULAR SCHOOL DAY**

The Claremont Unified School District requires that all students who need medication during school hours do the following:

1. Present a written statement from the student's physician detailing the method, amount and time scheduled for the taking of the medication.
2. Present a written statement from the student's parent/guardian requesting the district to assist the student in taking the prescribed medication.
3. Bring the medication in the original bottle, properly labeled.
4. Medication must be in a container properly labeled by the pharmacy or sealed over the counter container with student's name written on the container.

**Students may not carry medications on their persons or keep it in their lockers unless requested by the physician.**

**TO BE COMPLETED BY PARENT:**

Last Name of Pupil	First Name	Sex	Date of Birth	School

I request that designated District personnel (not necessarily a school nurse) assist my child in taking medication in accordance with the instructions provided by the physician. I authorize the District to communicate with the physician below regarding my child's medical condition and/or the medication prescribed for it. I have read Claremont Unified School District's guidelines for administering medication.

Date	Telephone	Signature of Parent

**TO BE COMPLETED BY A CALIFORNIA LICENSED PHYSICIAN:**

Purpose of Medication	Name of Medication

Dosage Prescribed	Time Schedule	Dose Form (Tablet, Liquid, Etc.)

Date of Prescription	Length of Time To Be Taken	Method of Administration

DESCRIBE PRECAUTIONS, SPECIAL INSTRUCTIONS, POSSIBLE ADVERSE SIDE EFFECTS, OR OTHER COMMENTS (PLEASE INCLUDE STORAGE INSTRUCTIONS)

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The above named pupil for whom medication is prescribed is under my care.

Print or type Name of Physician	Signature of Physician

Address	Telephone	Date

**THIS REQUEST EXPIRES AT THE END OF THE SCHOOL YEAR IN WHICH IT WAS SIGNED**

**ADMINISTERING MEDICATION**

The following principals and procedures will be followed when a parent requests that student be permitted to take medication at school.

1. The administration of medication to student shall be done only in exceptional circumstance where the child's health may be jeopardized without it and only when such administration has been requested and approved by the student's parents and physician.
2. Students requiring medications at school shall be identified to the school by parents and/or physician. Students observed by school personnel administering unauthorized medications to themselves will be reported to their parents.
3. All medications for students must be kept in administrative or school nurse's office. Students may not carry medication on their person or keep it in their lockers unless requested in writing by the physician.
4. A written statement shall be required of:
  - a. The family physician, who shall indicate the necessity for the medication being given to the student during school hours, and the method, amount and schedules for medication.
  - b. The parent, who shall request and authorize the designated school personnel to give said medication in the dosage so prescribed by the physician.
5. The parent will be requested to secure from the physician prescription for duplicate supplies of the said medication, one supply to be kept at home and one supply to be kept at school. The school principal will designate the person at the school to be responsible for the supply of medication at the school. Both supplies shall contain the name and telephone number of the pharmacy, the student's identification, name of the physician and dosage of the medication to be given. Taking the dosage shall be supervised by the school nurse or other designated school personnel at a time confirming with the physician's indicated dosage schedule.
6. Form letters to parents and physicians are designated to facilitate these procedures and are to be completed on an annual basis.
7. A list of students needing medication during school hours, including the type of medication, times and dosage, will be maintained at the local school in the administrative or school nurse's office. This list is to be reviewed and updated periodically by the school nurse.
8. Under no circumstances are school personnel to provide/administer over the counter medicines or nostrums to students without first obtaining written consent from the parent and physician.
9. At the end of the school year parents must claim any medication remaining at school or it will be disposed of by school officials.

**“Physician” means a person who possesses an active, current California medical license and who prescribes medications as permitted by California law and within his/her scope of practice for administration to pupils.**

Legal Reference:            Education Code  
                                  49408 Emergency Information  
                                  49423 Administration of prescribed medication for pupil  
                                  49480 Notice to school by parent or guardian; consultation with physician