

RICHMOND PUBLIC SCHOOLS
School Health Services

I certify that in my opinion it is medically necessary that the medication prescribed below be administered to _____ during school hours and that this medication may be administered by school personnel.

Prescription:

Medication: _____

Dosage and Time: _____

Duration: _____

Possible Side Effects: _____

Print Name (MD or NP)

Signature (MD or NP)

Phone

Date

Parents: Please read the Medication Guidelines on the back of this form.

I, _____, the parent or guardian of
_____, request that the School Nurse or the
principal's designee at _____ School administer the
medication prescribed above to my child during school hours. I understand that the person who
will administer the medication may be inexperienced, and I agree that I shall not hold such
person or the School Board of the City of Richmond liable in any way for any harm or injury
resulting from the administration of such medication. I also agree to furnish said medication in
the bottle supplied by the drug store with label intact.

Signature of Parent or Guardian

Date

Home Telephone _____

Work Telephone _____

Administration of Medications to Students by School Personnel

The policy of the Richmond Public Schools is that no medication shall be administered to students by school personnel during school hours unless it has been determined by a licensed physician to be medically necessary and the parent request that the school give the medication. Medications should normally be administered by the school nurse, or, if she is unavailable, by the principal. In the case where neither the school nurse nor the principal is available, the principal may designate a third person to administer the medicine. However, no such person shall be designated without his or her consent.

In addition, the following rules must be followed:

1. Before any medication is administered, a completed Physician's Certificate and Parent Request (see other side) shall be on file in the school. This form must be completed annually.
2. Medications must be stored in the nurse's office in a locked secure place.
3. No medications shall be administered unless it is sent to the school in the original container with the pharmacist's label stating the name of the medication, the dosage, and the method administration.

Exceptions to these regulations may be necessary depending on the individual circumstances. Exceptions may only be authorized in writing by the Coordinator of Nursing Services.