



# Authorization for Medication

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**Name of Child:** \_\_\_\_\_

**Name of Medication:** \_\_\_\_\_

**Reason for medication:** \_\_\_\_\_

**Possible side effects:** \_\_\_\_\_

\* Please note that the first dosage of a new medication may not be given by staff, and must be given at home at least one hour before a child is brought to school.

**This medication is:**                      Prescription                      Non-Prescription

**Dosage:** \_\_\_\_\_

**Date(s) medication is to be given:** \_\_\_\_\_

**Time(s) medication is to be given:** \_\_\_\_\_

**Name and phone number of prescribing physician:** \_\_\_\_\_

**Direction for medication storage:** \_\_\_\_\_

**Parent Comments:**

I, \_\_\_\_\_, give permission to authorized staff member(s)  
(parent or guardian name)

to administer medication to my child as indicated above.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Doctor's Signature \_\_\_\_\_  
\* (required for non-prescription medication)

## Sunny Hill Preschool Medication Policies

All medications will be administered to a child only if parents have completed and signed an *Authorization for Medication* form. All medications will be kept in their original containers and labeled with the child's name. All medications will be kept out of reach of children and in a secure location.

The school's policy for administration of prescription medication is to do so only with a completed *Authorization for Medication*, including a written parental authorization and a written order from the child's physician (which may be a prescription label). We will administer prescription medication as indicated on the medicine container and the *Authorization for Medication* form. Please note that the first dosage of a new medication may not be given by staff, and must be given at home at least one hour before a child is brought to school.

The school's policy for administration of topical medication is to administer the medication as indicated on the *Authorization for Medication* form and in accordance with the directions on the packaging. A doctor's signature will be required for all topical medications excluding sunblock, lip balm and moisturizing lotion.

Each time medication is given it is recorded in the Medication Log, which is kept in the front office. Medication forms that are no longer current will be placed in the child's file. At the end of the course of medication, if the medication reaches its expiration date and at the end of each school year, all unused medication will be returned to parents.