

Permission to Dispense Medication Form

CHILD INFORMATION

Last	First	Middle	Date of Birth (mo/day/year)

DIRECTRESS

MEDICATION TO BE TAKEN

Name	Dosage

starting	through
Schedule	Month/Day/Year

	YES NO
Time of Day	Does this medication need to be refrigerated? <i>(please circle one)</i>

Medication Instructions

AUTHORIZATION

I give permission for a staff member of Indiana Montessori Academy to dispense this medication to the child named above.

Printed Name	Signature	Date

Contact Information	Cell Phone	Work Phone	Email Address

NOTES:

Indiana State law requires that schools observe certain regulations in administering medications to students. Written permission of a parent and/or physician is required for all medication. In order to administer medication to your child, the following procedures must be followed:

- Over the counter medication must be sent to school in the manufacturer's bottle and requires written permission from the parent or guardian, stating the amount of medication, the hours for administration, and the period of time that the medication is to be continued. **Please send in appropriate strength (i.e. junior strength for children). You will need a prescription from a physician stating it is ok to give adult strength to children.
- Prescription medications must be in the original pharmacy bottle. The label on the pharmacy bottle meets the requirement for the physician's signature; however, the parent must either sign a Permission to Dispense Medication Form, or send in a hand-written note with specific instructions.
- If your child needs to take an antibiotic during school hours, send in the amount for the full course of the treatment. For example, if your child needs to take one antibiotic at noon for seven school days, send in seven tablets/capsules in the original pharmacy bottle and leave the medication at school for the duration of the treatment.
- If your child takes medication on a daily basis for an extended period of time, you may send in a month's supply of medication at one time. When the bottle is empty, it will be sent home with your child to be refilled.
- Medications will not be sent home with students. Once a medication has been discontinued, the parent must come to the school and pick up any remaining medication. We will only send home empty bottles to be refilled.