

Williamson County Schools
Medication Authorization Form

Tennessee Code 49-5-415 allows the school nurse or designated school employee to assist competent students who are required to take medication during the school day. Medication should be taken at home when possible and limited to those necessary to provide access to the educational program. The parent/guardian must review the WCS Medication Administration Guidelines and provide written consent. **Medication will not be administered without a completed medication form on file.**

A separate form is required for each medication.

Student Name _____ Date of Birth _____

School _____ Grade _____ School Year _____

Medication allergies _____

MEDICATION INFORMATION ☐ Prescription Medication ☐ Non-Prescription Medication

Name of Medication _____ Dosage and Route _____

Time or frequency _____ Purpose of medication _____

Possible side effects _____ Special instructions _____

Start date _____ End date _____

PHYSICIAN'S AUTHORIZATION – (Required for all prescription medications)

The above-named student is under my medical care and requires this medication to be given at school.

Physician's Signature _____ Date _____

Physician's Name (Print) _____ Phone _____

PARENT/GUARDIAN'S AUTHORIZATION (Required)

I give permission for the medication listed to be administered in school by the nurse or other trained personnel. I consent to communication between the school nurse and prescribing health care provider or clinic to discuss administration of the medication. The undersigned parent/guardian hereby agrees to exempt and release the school district and its directors, officers, employees, volunteers, and agents from any and all liability, claims, demands, or actions whatsoever arising out of any damage, loss, or injury that my student or I/we might sustain or which they now have or may hereafter have arising out of the administration of this medication.

Parent/Guardian's Signature _____ Date _____

Parent/Guardian's Name (Print) _____ Phone _____

Medication received by _____ Quantity _____ Date _____ Exp. Date _____

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Medication Administration Guidelines

- All medications (over-the-counter and prescription) require a completed WCS Student Medication Authorization Form. A separate form is required for each medication.
- Physician authorization is required for all prescription medications to be given by WCS school personnel. It is the responsibility of the parent/guardian to obtain the physician's signature on the form.
- A new authorization form is required each school year and if the medication or dosage is changed.
- All medication must be delivered & picked up by parent/guardian or responsible adult. Students are not allowed to bring their own medication (including vitamins, cough drops, Tylenol, etc.) to school. It is a violation of state and district policy for students to carry medication on school grounds, except for emergency medications approved by state law with written permission by parent/guardian and physician.
- Over-the-counter medication must be provided in the original, unopened container with the ingredients label, dose schedule, and student's name affixed to the container. The dosage requested for administration must fall within the recommended dosing instructions on the label.
- Prescription medications must be brought to school in the original, pharmacy labeled container with child's name, prescription number, drug, dosage, and directions for administration. Ask the pharmacy to supply a second prescription bottle for school use.
- Prescription medication must be counted when brought to school with the school nurse or designated employee and the parent/guardian. No more than a thirty (30) day supply should be stored at school.
- The first dose of medication should always be given at home in case of an adverse reaction.
- Expired medications will not be administered. Emergency medications that will not expire during the school year should be provided whenever possible.
- If a student is taking a medication that is required 3 times during the day, it should be administered before school, after school, and at bedtime.
- Alternative medications will be limited to those prescribed by a medical provider (MD or DO) and are limited to those needed to attend school. Approvals will be made on a case-by-case basis.
- Medication not picked up at the end of each school year or the end of treatment regimen will be disposed of according to state regulation and district protocol.