

Katy Independent School District  
**Administration of Medications at School for 15 Days or Less**

Parents,

Your child may have an illness which requires medication for relief or cure that does not prevent his/her attending school. When possible, such medication should be scheduled to be taken at home. However, according to the Texas laws and Katy ISD Board Policy, a medication may be dispensed to a student by school personnel. The following requirements must be met by the parent or legal guardian requesting this service.

1. All prescription drugs and sample drugs dispensed through a physician's office must be in their original pharmacy container or packaging and labeled by the pharmacist or physician. The label must include:
  - a. The student's name.
  - b. The physician's name.
  - c. The name and strength of the drug.
  - d. Amount of drug to be given.
  - e. Frequency of administration.
  - f. Date prescription was filled.
2. All nonprescription drugs must be in their original container. The written request for administration of these over-the counter drugs, made by parent, guardian, or physician, must contain the following information:
  - a. Full name of student.
  - b. Name of drug.
  - c. Amount of drug to be given.
  - d. Scheduled hours when the drug is to be given.
  - e. Reason drug is to be given.
  - f. Date.
  - g. Appropriate signature.
3. **All prescription and non-prescription drugs to be administered at school for 15 days or less must be accompanied by a written request, signed and dated by a parent or legal guardian.** (See form below.)
4. **All prescription and non-prescription drugs to be administered from or kept in the school clinic for more than 15 days must be accompanied by a written request signed and dated by the prescribing physician.** (Requires an "Administration of Medications at School for More Than 15 Days" form to be completed.)
5. Medications prescribed or requested to be given three (3) times a day or less are not to be given at school unless a specific time during school hours is prescribed by a physician or the campus nurse determines that a special need exists for an individual student.
6. There will be no more than one medication per properly labeled container.
7. All medications will be stored and dispensed in the school clinic. Exceptions must be approved by appropriate school authorities in advance.
8. Students may not be in possession of prescription or non-prescription medications during school hours or at school-sponsored or school-related activities, on or off campus. Exceptions must be approved by appropriate school authorities in advance.
9. Natural and/or homeopathic-like products not FDA approved will not be dispensed by school district personnel.
10. In accordance with the Texas Nurse Practice Act, Rule 217.11, the campus nurse has the responsibility and authority to clarify any medication order with appropriate licensed practitioner and/or refuse to administer medication that, in the nurse's judgment, is not in the best interest of the student.
11. It is District procedure to return or destroy any unused medication a student has been taking at school once it has been discontinued or at the end of the school year. It is preferred that a parent/guardian retrieve the unused portion or request that it be destroyed. No controlled substances can be sent home with a student. However, if the parent/guardian is unable to retrieve the medication, an adult representative may be designated to pick up the unused portion.

**Parental Permit to Administer Prescription or Non-Prescription Medication at School for 15 Days or Less**

Student Name (Last)			Student Name (First)			Student Name (MI)			DOB		
Grade				Teacher							

Type of Medication <input type="checkbox"/> Prescription <input type="checkbox"/> Non-Prescription				Name of Medication							
Date to Begin Medication			Date to End Medication			Time to be Given			Amount to be Given		
Reason medication being given											
Form of Medication <input type="checkbox"/> Tablet <input type="checkbox"/> Capsule <input type="checkbox"/> Liquid <input type="checkbox"/> Inhalant <input type="checkbox"/> Other									Number or Amount of Medication Provided		

Parents/Guardians – Please send only amount student needs to take at school in properly labeled, original container, so that student will not be required to carry medication back and forth from home to school. No controlled substances may be sent home with a student.													
My signature authorizes school personnel to give my child (named above) the medication (specified above) as directed.													
In addition, I authorize excess and/or unused medication, other than controlled substances, to be sent home with my child:										<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Parent/Guardian Name				Parent/Guardian Signature						Date			
Home Phone				Mobile Phone				Work Phone					

**FOR ADMINISTRATIVE USE ONLY**

PRINT Name of Person Picking Up Medication			Signature of Person Picking Up Medication			Date		
PRINT Name of Campus Nurse			Signature of Campus Nurse			Date		
PRINT Name of Witness, for Medication Destroyed			Signature of Witness, for Medication Disposed			Date		