

# Medication Administration in School



## Parent Responsibility

Parents are urged to give medications at home and on a schedule other than school hours if possible. If this is not possible, please review the information in this brochure and complete the required form(s).

**The State of Michigan requires a parent/guardian signature AND a licensed provider signature on a Medication Authorization Form for all medications administered at school. This includes prescription and over-the-counter medications whether they are daily, as needed, or for emergency use. Any changes must be in writing from the prescriber. \*\*\***

### Who is a licensed prescriber?

Physician (MD or DO)                      Nurse Practitioner (NP)  
Physician Assistant (PA)                  Dentist (DDS)

### What about Self-carrying?

Only emergency medications are permitted to be self-carried/administered. In order for a student to self-possess and self-administer an emergency medication, three items must be completed:

1. Medication Authorization Form signed by parent and provider
2. Self-Possession/Self-Administration form signed by parent and provider
3. An emergency action plan, such as an Asthma Action Plan or FARE allergy plan

### Where do I get these forms?

Forms can be obtained from your student's school and are also available on the Rockford Public Schools website under the Nursing Services Department. Care plans for medical conditions such as asthma, allergies and seizures can also be located here.

<http://www.rockfordschools.org/our-district/special-services/nursing-services/>

### A note about alternative medicine:

School staff members are not authorized to administer complementary or alternative remedies. This includes naturopathy, homeopathy, dietary supplements, essential oils, and herbal remedies. These substances are not regulated by the FDA, therefore the labeling, potency, and purity cannot be guaranteed. If you would like your student to use these items, please do so at home.



## Questions? Contact District Health Nurses

Kelly Theaker:  
Phone: 616-863-6031 x7030  
[ktheaker@rockfordschools.org](mailto:ktheaker@rockfordschools.org)  
High school fax: 616-866-5997

Jennifer Collins:  
Phone: 616-863-6140 x1015  
[jcollins@rockfordschools.org](mailto:jcollins@rockfordschools.org)  
East Middle fax: 616-863-6565

## Dropping off Medication

All medications must be dropped off by a parent/legal guardian. Students are not permitted to drop off medications.

All medications must be received in their original pharmacy container with a current pharmacy label showing:

- the name of the student
- medication
- dosage
- time(s) to be given

Non-prescription medication must also be in its original packaging. School staff will not administer unlabeled medication.

Medications must be picked up by a parent/legal guardian at the end of the year or they will be disposed of 1 week after school ends.

\*\*\* Over-the-counter FDA-approved topical medications do not require a provider's signature if the student is able to apply it themselves.