

Authorization to Administer Medication

Prescription Medication

- All prescription medications to be given in school must be ordered by a person authorized to prescribe medication. In California an authorized prescriber is a physician, nurse practitioner, physician's assistant or dentist.
- All medication must be brought into school by the student's parent/guardian. The only exceptions to this rule are EpiPens® and inhalers (see below). Only authorized school personnel will be able to accept medications. Faculty may not accept medications from parents/guardians or students.
- For each medication to be administered, a Westerly School "OVER-THE-COUNTER" or "PRESCRIPTION Medical Authorization" form must be completed. Forms can be found below and may be photocopied as needed. Westerly's regulations do not allow the "stacking" of medication in one form. The parent/guardian's authorization and prescriber's authorization must be indicated in the appropriate space.
- **No medication will be administered without both signatures.**

All prescribed medications must have the following information:

Date of order

Name of student

Diagnosis

Name of medication and dosage to be administered

Time and route of administration

Possible side effects

Special requirements such as "take with food"

The start and end dates the medication is to be administer

Under what circumstances/signs should this medication be discontinued

- All medication must be in the original packaging from the pharmacy with a current readable pharmacy label attached stating the above information. Medication bottles will not be accepted if the label has crossed out items or handwritten items on it. No baggies or envelopes of medications can be accepted.
- No students are permitted to carry medication. The only exceptions are students who have written authorization from their authorized prescriber to carry their own EpiPen® or inhaler since both are considered emergency medications.
- The first dose of any medication is to be given at home. The only exceptions are EpiPens® or inhalers since these are considered emergency medications.

Over-The-Counter (OTC) Medication

- A **parent/guardian must complete** a Westerly School "Over-The-Counter Medication Authorization" form in order for a student to receive OTC medications in the health office as needed.
- **Parents/Guardians must provide OTC medications.** All medications, including OTC, must be given directly to Ms. Mary Jimenez, the school registrar. Other school personnel are not permitted to accept or verify the medications. If you have any questions or concerns, please call Mary Jimenez at 562-981-3151 Ext. 42 or email majimenez@westerlyschool.org.