

REQUEST FOR MEDICATION TO BE DISPENSED BY SCHOOL PERSONNEL

TO BE COMPLETED BY A LICENSED PHYSICIAN AND PARENT/GUARDIAN.

California Education Code Section, 49423 allows the School board of Hillcrest Christian School dba Heritage Christian School to provide that the principal or his/her designee may assist in carrying out a physician's recommendations with respect to any pupil who is required to take medication during the regular school day. The staff recognizes the desirability of following a physician's recommendations as nearly as possible at school or school sponsored overnight trips. The fact that this is a service or accommodation that the school is not legally required to perform is recognized by all parties signing this form, and in so signing they agree to hold the school or its personnel free from any or all claims, demands, or suits which might arise out of these arrangements.

Campus Preschool (Granada Hills) Preschool (Porter Ranch) North South

Student's Name _____ Birthdate _____ Gender M F

LICENSED HEALTH CARE PROVIDER

The below section should be filled out by a health care professional ONLY.

Name of Medication _____ Start Date _____

Dosage Prescribed _____ Time/Frequency _____ Route _____

How long is it to be taken? _____ Purpose of medication? _____

Precautions, Special Instructions, Possible Adverse Effects, Comments:

Physician's Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Signature _____ Date _____

PARENT

The below section should be filled out by the parent ONLY.

I request that my student be assisted in taking the above prescribed or over the counter medication during school hours or on school sponsored travel by an authorized staff member, and will comply with the school's policies and procedures. This is to certify that I have read the physician's recommendations and approve the medicine and medication as set forth herein and request that school personnel assist my child in matters detailed herein. Further, I hereby agree to hold harmless and indemnify the school board, trustees and employees from all claims, damages, or expenses arising out of any injury or death of any person, or damage to property which may result from administering said medication or from any harmful effects of same.

Parent's Name _____ Phone _____

Signature _____ Date _____

Please note: All prescription medication must be in the original container with the printed directions on the label. Nonprescription medications will not be given at any time without the above written authorization and instruction from the child's physician.



PLEASE SEE PROCEDURES ON THE BACK OF THIS FORM

PROCEDURES REGARDING REQUEST FOR ANY MEDICATION TO BE DISPENSED BY SCHOOL PERSONNEL

Heritage Christian School is committed to the safety and well being of all our students. Our policies have been adapted from recommendations from the California Department of Education's Program Advisory on Medication Administration. Here are some highlighted policies:

1. ALL medications prescribed or Over the Counter (including pepto bismol, tylenol, vitamins, etc) must have a physician's written order as well as parent's written permission which is documented on our HCS form titled "A Request for Medication to be Dispensed by School Personnel" found on the HCS website.
2. In order for a staff member to administer medications to your child during the school hours, the above mentioned form must be completed and on file for your child in our Health Office.
3. All medication brought to school must be in the original box or container. Prescriptions must be pharmacy labeled. The following information must be on the medication container: Student's full name, physician's name and phone number, name of medication, dosage, schedule, dose form, and date of expiration of the prescription.
4. A parent/guardian must personally deliver any medication to be given at school, as a verification signature is required upon delivery of the medication. All medication must not expire before the end of the school year.
5. If it is not possible for an adult to deliver the medication, please contact the school office to discuss delivery of the medication
6. Medications will be disposed of after 30 days of the email notification from the Health Office, asking that the medication needs to be picked up for any reason (expired, missing information, not properly logged in, etc.)

Please contact your student(s)' campus during Health Office hours to make arrangements to drop off all medications and authorization forms. Should a student need access to their rescue medications (such as EpiPens, insulin, or inhalers) after normal school hours, after-school care supervision is prepared to access their medications. Please refer to the Parent Student Handbooks at your student(s)' campus for additional details, or call the office.

Heritage has a small, emergency supply of albuterol which can be provided to Elementary, Middle, and High school students if experiencing respiratory distress and for whatever reason cannot utilize or does not have a personal inhaler. In these situations, a trained staff member can assist a student in administering emergency albuterol via a disposable mouthpiece. In addition, our staff will contact the parent to notify them of the use of emergency albuterol and the students' response to the medication to evaluate whether the student shall be picked up. This emergency inhaler is not to be used as a replacement for a student's own inhaler and to be used in emergency situations only.

Parent's Name _____ Phone _____

Signature _____ Date _____