



Santa Barbara Unified School District

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HEALTH SERVICES MEDICATION AT SCHOOL - PARENT/GUARDIAN INFORMATION SHEET

In accordance with **California Education Code Section 49423**, the following must be provided if you and your child's physician determine that medication(s) must be taken during the school day or during school sponsored trips/outings/events.

1. An **Authorization to Administer Medication(s)** form is required for **ALL** medications, prescription and over-the-counter.
2. The **Authorization to Administer Medication(s)** form must be completed by **BOTH** the parent/guardian and the physician **BEFORE** they can be administered.
3. Medications are kept in a locked cabinet in the Health Office unless the physician and parent authorized the student to carry and self-administer without assistance or supervision.
4. If the medication is to be carried and self-administered by the student, he/she must read and sign **the Student Statement** at the bottom of the form.
5. A new **Authorization to Administer Medication(s)** form must be completed whenever a **change occurs**.
6. The **Authorization to Administer Medication(s)** form must be **renewed annually** at the beginning of **every** school year.
7. Medication must be provided by the parent/guardian in the **original, labeled container**. Prescription medications must have the **original pharmacy label**, which includes the **student name, physician name, medication name, medication dose/strength, and specific administration directions**.

*Medications will **NOT** be accepted in unlabeled containers, in baggies, or transferred from another container.
8. Medications should be brought to school by the parent/guardian or other authorized adult. Medication **should not** be sent to school with the student.
9. It is the parent/guardian responsibility to maintain an adequate supply of medication to ensure no disruption in the student's medication regime at school.
10. **ALL** medications must be picked up by the parent/guardian or other authorized adult, the **last week of school**. Medications left at the school will be disposed of by the Health Assistant or the District Nurse.
11. If an Authorization to Administer Medication(s) form is suspected to be forged, the medical provider and site administrator will be notified at a minimum. Falsifying a medical provider signature or medication form is illegal and reportable. All future Authorization to Administer Medication(s) forms will be required to be sent to the school directly from the medical provider and parents will be required to come to the school site to sign the form.