

**Nonprescription/Prescription Medication Form  
Sturgeon Bay School District**

Nonprescription Medication  
Authorization Form

Student's Name \_\_\_\_\_

Medication \_\_\_\_\_

Dosage \_\_\_\_\_ Time to administered \_\_\_\_\_

Reason for taking medication \_\_\_\_\_

I authorize the above medication to be given as indicated to my son/daughter by school personnel as designated by the building principal.

Parent/Guardian's signature \_\_\_\_\_ Date \_\_\_\_\_

Prescription Medication  
Authorization Form

Student's Name \_\_\_\_\_

Medication \_\_\_\_\_

Dosage \_\_\_\_\_ Time to administered \_\_\_\_\_

Reason for taking medication \_\_\_\_\_

Possible side effects \_\_\_\_\_

Physician/Pharmacist's signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ I authorize the above medication to be given as indicated to my son/daughter by school personnel as designated by the building principal.

\_\_\_\_ I permit my son/daughter to possess and use a metered dose inhaler or dry inhaler for asthma while in school, at school-sponsored activities or while under supervision of a school authority.

Parent/Guardian's signature \_\_\_\_\_ Date \_\_\_\_\_

School personnel designated by the building principal to administer the above medication(s):

\_\_\_\_\_  
\_\_\_\_\_

## Administering Medicines to Students

Sturgeon Bay School District Board policy states that medication should be administered to school children by parents at home. Under exceptional circumstances, medication may be administered by school personnel as designated by the building principal. The following procedures are to be followed:

1. Non-prescription medications(s) may be administered to a student on a limited basis when parents complete the NONPRESCRIPTION MEDICATION AUTHORIZATION FORM (on reverse side) and submit it to the school office.
2. Prescription medication(s) may be administered to a student when parents complete the PRESCRIPTION MEDICATION AUTHORIZATION FORM (on reverse side) and submit it to the school office. The form must be completed annually and whenever dosage or administration instructions change.
3. All medication, prescription and non-prescription, must be sent to school in the original container. Prescription labels shall contain the name and phone number of the pharmacy, the student's identification, name of physician, name of the drug, dosage, and time(s) to be administered.
4. All medication will be kept locked in the school office, unless another location is deemed necessary on an individual basis and approved by the building principal.
5. Medication will be taken by the student at the designated time and will be supervised by authorized school personnel. It is the responsibility of the student if appropriate, not school personnel, to get his/her medication at the designated time.

Legal Ref.: Section 118.29, Wisconsin Statutes  
121.02(1)(g)  
PI 8.01(2)(g), Wisconsin Administrative Code

Cross Ref.: JHCD, Administering Medicines to Students

Adopted: August 16, 1995