

## Medication Administration Contract

I am the parent/guardian of \_\_\_\_\_.

My child must take daily medication while at school due to a doctor's order. I agree to follow the Appleton City School medication policy as outlined in school board policy JHCD and JHCD-AP as follows:

1. I understand that a parent/guardian or designated adult must turn all medications, (prescription as well as non-prescription medications such as Tylenol, cough drops, etc.) in to the school nurse or building office on the first day of each school week. The student may carry an **empty** bottle home on the last day of the week. Students are not allowed to carry medications at any time during the school day, school related transportation, or school related activities.
2. All medication will come to school in the most currently labeled prescription bottle or package. (Some medications are renewed monthly, and the most current bottle must be the one provided to the school each month.) Please ask your pharmacy to provide you with a school bottle, and most of them will do that without any problem.
3. The school nurse will accept only enough medication for one week of school at a time. No medication is kept at school over the weekend, (unless the student is absent on the last day of the week, at which time the parent is encouraged to pick up the medication.)
4. If it is necessary to change the dosage or type of medication to be given, a written doctor's order must be provided to the school nurse before any changes will be made at school.
5. A **parent or guardian** must notify the school nurse of discontinuation of medication in writing.
6. All medication will be sent home at the end of the current school year, or if the student withdraws from the Appleton City District at any time. If there is any medication left in the nurses' office for two weeks after the student leaves, it will be destroyed in the presence of another school staff member.
7. I will try to administer medications at home whenever possible. Ex: most medications prescribed for three times a day can be given before school, after school and at bedtime.
8. I understand that if my child violates the school medication policy he/she will be subject to disciplinary action as outlined in the student handbook and board policy JFCH and JHCD.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Nurse

\_\_\_\_\_  
Date