

## Medication Authorization Instructions for Parents

If your child has allergies, follow these instructions:

1. Have your child's physician complete both the Medication Administration Authorization Form and the Allergy Action Plan. \*NOTE: Each medication requires a separate medication administration authorization form. Please make sure that the physician fills out these forms completely and signs both of them. If not, they will be returned.
2. Your physician must write a prescription for any medication that is to be dispensed to your child *EVEN over-the-counter drugs* like Benadryl. Tell your physician that we would like two (2) sets of all medication.
3. Have the pharmacy fill your prescription. We would like to have two (2) sets of medicine, one for the office and one for the classroom. We may only use medication that is in the original container (whether it is a box or bottle) and is labeled with a pharmacy label that includes the name of the medicine, the proper dosage, the expiration date of the medicine, and the name of the person for whom it is prescribed.
4. Write a description in as much detail as possible of your own understanding of what is particular to your child's allergy. Explain whether your child's allergy is triggered by ingestion, contact, etc. Tell us whether the severity of your child's allergy would warrant prohibiting that item from the classroom (e.g., strawberry free classroom). If your child has had an allergic reaction previously, what did you witness (e.g., swollen lips, hives).
5. Discuss the need for medicine with your child's teacher and the preschool office.

If your child needs medications for conditions other than allergies, follow these instructions:

1. Have your child's physician complete the Medication Administration Authorization Form. \*NOTE: Each medication requires a separate medication administration authorization form. Please make sure that the physician fills out the form completely and signs it. If not, it will be returned.
2. The physician must write out detailed, step-by-step orders explaining under what circumstances the medicine is to be administered, how it is to be administered, and any adverse reactions to the medication that we should look for after administering it. The physician should make sure to note any specific symptoms in the child that would warrant the use of medicine (e.g., lips turning blue).
3. Your physician must write a prescription for any medication that is to be dispensed to your child *EVEN over-the-counter drugs* like Benadryl. Tell your physician that we would like two (2) sets of all medication.
4. Have the pharmacy fill your prescription. We would like to have two (2) sets of medicine, one for the office and one for the classroom. **We may only use medication that is in the original container (whether it is a box or bottle) and is labeled with a pharmacy label that includes the name of the medicine, the proper dosage, the expiration date of the medicine, and the name of the person for whom it is prescribed.** Write a description in as much detail as possible of your own understanding of what is particular to your child's illness (e.g., she only gets this when the humidity level is very high and she has been running a great deal).
5. Discuss the need for medicine with your child's teacher and the preschool office.

