

Washington County Public Schools/ Meritus Health

**HEALTH PROVIDER MEDICATION ORDER FORM**

Student's Name:		Date of Birth:	
School:		Grade:	
<input type="checkbox"/> This order is valid for the current school year _____ (including summer) <input type="checkbox"/> Start date: _____ End date: _____			
<b>HEALTH CARE PROVIDER TO COMPLETE</b>			
Medication Name:		Allergies:	
Diagnosis/Reason for Medication:		Dose _____(mg/mcg/units)	
Daily Administration Time:		If PRN specify frequency:	
If PRN, give for the following signs/symptoms:			
Route: <input type="checkbox"/> PO <input type="checkbox"/> IM <input type="checkbox"/> SL <input type="checkbox"/> SQ <input type="checkbox"/> Other (specify):			
Potential Side Effects:			
Health Care Provider Name (print)		Provider Stamp	
Address:			
Phone:	Fax:		
Health Care Provider Signature:		Date:	
<b>PARENT/GUARDIAN TO COMPLETE</b>			
<p>I authorize School Health personnel and, when appropriate, trained school staff to administer the above-stated medication in accordance with school policies and Maryland State School Health Services Guidelines. I certify that I have legal authority to consent to medical treatment for the student named above, including the administration of medication at school. I have read the information on the back of this form and assume the responsibilities as stated therein. I understand that at the end of the school year, an adult must pick up the medication, otherwise it will be discarded. I authorize the school nurse to communicate with the health care provider as allowed by HIPAA.</p>			
Parent/Guardian Name (print):		Date:	
Parent/Guardian Signature:			
Daytime Phone:		Other Phone:	

Order reviewed by the School RN or LPN: \_\_\_\_\_

Date: \_\_\_\_\_

## MEDICATION GUIDELINES

These guidelines enable school health staff to provide the best possible service to your child.

1. The health provider order form(s) must be completed and signed by the health care provider and the parent/guardian.
2. Prescription medication(s) must be in a container labeled by the pharmacist.
3. Over-the-counter medication(s) must be in the original sealed container.
4. The directions for administration listed on the prescription label must match the directions on the *Health Provider Medication Order Form*.
5. Maryland law dictates that a medication is considered expired either 1 year after the medication was dispensed or on the expiration date indicated by the manufacturer; whichever comes first. Staff may not dispense expired medication.
6. The school nurse will call the prescriber as allowed by HIPAA and the Maryland Nurse Practice Act for questions related to the condition for which the order was prescribed.
7. To protect the safety of all students, an adult must transport all medications to and from school. Medications will not be sent home with the student.
8. It is recommended that your child receives the first dose of any newly prescribed medication at home.
9. The *Health Provider Order Form* must be reviewed and signed by the school RN or LPN before the medication can be administered. The school RN or LPN is allowed at least 2 school days to review and sign the order.
10. Students can not self-carry routine medications for self-administration during the school day. Only prescribed medications used to treat medical emergencies will be considered for self-carry. Contact the school nurse for more information.
11. Licensed nurses can only administer medications and treatments in the manner specified on a written order from a licensed health care provider. Parent/guardian requests to change dosage, administration times, frequency, etc., are not permitted.
12. Medications can only be administered up to one hour before or after the time specified in the health care provider's written order. This also applies if your child arrives late or leaves early for any reason. You may need to have an alternative plan for these days.

Example: Your child has medication due at 08:30 am. School is delayed by two hours due to inclement weather and the new start time is 10:00 am. Your child will not receive his/her medication from the health room because he/she arrived outside the allowed one-hour window of administration.