



AUTHORIZATION FOR OVER THE COUNTER MEDICATION

Permission to Administer Over the Counter/Non-Prescription Medications

Please initial "yes" or "no" to authorize Willows Prep personnel to administer each of the following medications to your child if the need arises. *OTC medications will be dispensed as per the recommended dosage unless written directions are provided by a Physician.*

Acetaminophen (Tylenol or generic equivalent)	Pain reliever/fever reducer		
Ibuprofen (Advil or generic equivalent)	Pain reliever/fever reducer		
Antihistamine (Benadryl or generic equivalent)	Allergies		
Cough drops or throat lozenges	Cough/throat irritation		
Anti-diarrheal	Diarrhea		
DayQuil or equivalent	Cold and flu		
Dramamine or equivalent (non-drowsy)	Nausea		

Willows Preparatory School: Medication Guidelines

If your student will be taking ANY medication at school, you must confer with the school dedicated administrator.

Willows Prep recommends that medication be taken at home whenever possible. We recognize, however, that in some cases it is essential that medication be administered during the school day. For the protection of all the students and to comply with Washington state law, the school has a policy and procedures in place for the handling of ALL medications in school.

Please do not put any kind of medicine, including aspirin, vitamins, and cough drops in your child's lunch box, backpack or pockets. Unidentified medicine can never be given at school.

School Staff Administered - The following conditions must be met:

- All prescribed medications need a current Medication Authorization Form signed by the student's Health Care Provider/dentist and parent/guardian.
- Over the counter medication (see above) needs to be documented and communicated to school officials using the above table.
- Medication must be delivered to school in a properly labeled prescription or original over-the-counter container. The student's name must be on the label with proper identification of the drug, dosage, and directions for administration.
- A quantity sufficient for one month only can be sent to school.
- The medication order is effective for the current school year only.
- If changes in the medication order occur, the parent is responsible for notifying the school and providing verification from the Health Care Provider/dentist.

Field Trips: For students on daily medication, request an extra labeled empty bottle from your pharmacy that can be used for field trips.

Student Self-Administered Medication - The following conditions must be met:

In appropriate cases and with the knowledge of the dedicated school administrator, the parent/guardian can delegate the responsibility for self-administration of medication to the student. In doing so, the parent releases the school from any obligation to monitor the student and assumes full responsibility for the student's use of the medication.

- Self-Administration does not apply to controlled substances, e.g. codeine, vicodin
- The student may only carry a one-day supply (1 - 2 doses) of the medication.
- The medication must be in the original container.
- The student must have written permission to self-medicate signed by the parent/guardian.

Medication to be self-administered for more than fifteen (15) consecutive days whether over the counter or prescription requires a current Medication Authorization Form signed by the student's Health Care Provider/dentist and parent/guardian stating that the student may self-medicate. The student must also demonstrate his/her ability to the Dedicated School Administrator to correctly evaluate his/her symptoms and use the medication appropriately.

Asthma and Anaphylaxis medications:

When a parent requests that his/her student be allowed to self-administer medication for asthma and/or anaphylaxis (severe allergic reaction), a Medication Authorization Form must be filled out and signed by the Health Care Provider and parent/guardian. The permission form must contain a treatment plan for what to do in case of an emergency.

The Health Care Provider must also provide training for the student to recognize symptoms and the correct use of medications. Additionally, the student must demonstrate his/her ability to correctly evaluate his/her symptoms and use of medications to the school nurse including how to access help when needed.