

**2022 - 2023 PRINCE OF PEACE SCHOOL  
AUTHORIZATION FOR PERSONNEL  
TO ADMINISTER PRESCRIBED MEDICATION**

As a protection for students and staff, we will be continuing the following policy regarding the administration of medication to students. **All medications must be kept in the office. Over-the-counter medicines, as well as prescription medicines, must be in their original containers marked with the child's name.** The form below must clearly describe the dosage and time to be taken. The student must come to the office to take the medication. The medication will be set out by the staff (the secretary or principal) for the student to take himself or herself. A note may be sent to the teacher to have him/her remind the student to go to the office for the medication at the appropriate time. A log of the administration of all medications is kept in the school office. The form at the bottom of this page must be completed to give the school authorization to give the child any medication (this includes aspirin or Tylenol). More forms can be obtained in the office or at our website as needed.

Schools may not routinely administer over-the-counter medications on their own initiative. Under usual circumstances, over-the-counter medications should be administered at home. On occasion, and when necessary, **over-the-counter medication may be administered, but it must be supplied by the parent/guardian.** This includes aspirin, Tylenol, or ibuprofen.

I hope you understand that none of this is to inconvenience you, but rather to protect students and staff and to ensure that your child receives the correct medication at the correct time. If you prefer, you are always welcome to come to the office to administer the medication to your child yourself.

Date \_\_\_\_\_

I authorize school personnel to give the prescribed medicine to \_\_\_\_\_  
(Name of Child)

for this date only \_\_\_\_\_, OR

for the following specified amount of time \_\_\_\_\_

Name of medicine \_\_\_\_\_

Times to be given \_\_\_\_\_

Dosage \_\_\_\_\_

Signature \_\_\_\_\_  
(Parent/Guardian)