

## Responsibility of Parent/Guardian

The parent/guardian is responsible for the following:

- A. Obtaining form, “Physician’s Request for Administration of Medication in School Building During School Hours” (Go to LPA’s website and see PDF attachment on School Wellness link titled “Authorization for Medication”) and having this form signed by the student’s physician, or obtaining a signed statement from the physician providing the following information:
  - 1. Name of Student
  - 2. Name of Medication
  - 3. Dosage and hours medication is to be given during the school day
  - 4. Expected duration of administration of medication
  - 5. List of possible side effects/contraindications
- B. Personally delivering to the school nurse or front desk attendant the completed medication authorization form or physician’s statement, and the medication, properly labeled by pharmacist or store.
- C. Submitting to the school written notification from the physician of any change in dosage or time of administration of medication.
- D. Administering the first day’s dose of any new medication at home.
- E. Personally collecting from the school any unused or expired portion of the medication within 1 week after expiration of the medication or physician’s order. (Medication not personally collected by the parent/guardian is destroyed.)