



SCHOOL MEDICATION ADMINISTRATION FORMS

“Request for Administration of Medication”

Natrona County School District has its own required form that must be completed for administration of all (prescription or over-the-counter) medications at school or school functions, given either by school district personnel or self-administered by the student.

Casper Children's Center makes every attempt to prescribe a medication regimen that will not require administration during school hours, but this is not always possible, or desired by the student, parents, or school personnel.

If CCC prescribes a medication to be given during school hours, we will plan to complete the school district's form during an office visit and send it with the student or parent to give to the school.

If the form is NOT completed during an office visit, it is important to maintain compliance with federal privacy laws and ethical guidelines. As stated on the form, the health information in the box should be completed by the school nurse in the presence of the student's parent/guardian and signed by the parent. Parents should show the nurse the current, labeled, prescription medication to ensure accurate transcription. The completed form can then be faxed to our office for review and signature. If the information on the form agrees with our records, we will sign the form and fax it back to the number provided by the school. If we have questions or concerns about the form, we will contact the parent.

Forms that are requested for non-prescription medications will be completed if Casper Children's Center has recommended the use of these medications for the stipulated condition.

We will respond favorably to requests to sign forms outside of an office visit as time permits. There may be a charge associated with these requests.