



Dear Parents/Guardians,

The Morgan School District recognizes you have the primary responsibility for administering medication to your child. We are able to provide assistance administering prescription medication during school hours. If needed, we require you to provide an “*Authorization of School Personnel to Administer Medication*” form (available in the school office). Your child’s physician, dentist, nurse practitioner or physician assistant must complete the form or provide a signed statement describing the method, amount, and time schedule for administration. The form must be completed before any medications can be administered at school.

**Students (grades K-6)** may not carry or self-administer prescription medication on school premises unless it is ordered by a licensed health care provider. If the student carries an inhaler, epinephrine pen or self-administers insulin at school, a form completed by the health care provider is required. If your elementary age child requires regular over-the-counter medication, in order for the school personnel to administer it, the same requirements as for prescription medications must be met. Telephone requests to administer any medication are not allowed.

**Students (grades 7-8)** may carry and self-administer prescription and non-prescription (over-the-counter) medications. Middle School students, under the direction of the parent, do not require a parent request or medication authorization form signed by the health care provider, unless they require help administering the medication. Telephone requests to provide any medication are not allowed.

**Secondary students (grades 9-12)** may carry and self-administer prescription and non-prescription (over-the-counter) medications. Secondary students, under the direction of the parent, do not require a parent request or medication authorization form signed by the health care provider, unless they require help administering the medication. Telephone requests to provide any medication are not allowed.

Please bring medication to the school office in the original container. Expired medication cannot be administered. Medication in non-prescription containers, baggies, envelopes, etc. cannot be accepted. An adequate supply of medication is recommended to avoid interruption of treatment. If the medication your child is to receive at school changes in any way (dose, frequency, time or route), you must provide an updated form. This includes diabetic students whose insulin to carbohydrate ratio and or correction dose changes. The health care provider (doctor) can fax a medication order change to the school in the case of insulin changes. Authorization for administration of medication by school personnel may be withdrawn by the school at any time following notice to you.

If you have any further questions or concerns, please call.

Sincerely,