



# GENERAL MEDICATION ADMINISTRATION FORM

THIS FORM SHOULD NOT BE USED FOR DIABETES, SEIZURE, ASTHMA OR ALLERGY MEDICATIONS  
Provider Medication Order Form | Office of School Health | School Year 2023-2024

Please return to School Nurse/School Based Health Center. Forms submitted after June 1<sup>st</sup> may delay processing for new school year.

Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
OSIS Number: \_\_\_\_\_ Sex:  Male  Female  
School (include name, number, address, and borough): \_\_\_\_\_ DOE District: \_\_\_\_\_ Grade: \_\_\_\_\_

## HEALTH CARE PRACTITIONERS COMPLETE BELOW

1. Diagnosis: \_\_\_\_\_ ICD-10 Code:  \_\_\_\_ . \_\_\_\_

Medication (Generic and/or Brand Name): \_\_\_\_\_

Preparation/Concentration: \_\_\_\_\_

Dose: \_\_\_\_\_ Route: \_\_\_\_\_

Student Skill Level (select the most appropriate option):

- Nurse-Dependent Student: nurse must administer
- Supervised Student: student self-administers, under adult supervision
- Independent Student: student is self-carry/ self-administer - \*Initial below for Independent (Not allowed for controlled substances)

I attest student demonstrated ability to self-administer the prescribed medication effectively during school, field trips, and school sponsored events - Practitioner's Initials: \_\_\_\_\_

### In School Instructions

Standing daily dose - at \_\_\_\_\_ and \_\_\_\_\_ and/or

PRN - specify signs, symptoms, or situations: \_\_\_\_\_

Time Interval: \_\_\_\_\_ minutes or \_\_\_\_\_ hours as needed

If no improvement, repeat in \_\_\_\_\_ minutes or \_\_\_\_\_ hours for a maximum \_\_\_\_\_ of times.

Conditions under which medication should not be given: \_\_\_\_\_

2. Diagnosis: \_\_\_\_\_ ICD-10 Code:  \_\_\_\_ . \_\_\_\_

Medication (Generic and/or Brand Name): \_\_\_\_\_

Preparation/Concentration: \_\_\_\_\_

Dose: \_\_\_\_\_ Route: \_\_\_\_\_

Student Skill Level (select the most appropriate option):

- Nurse-Dependent Student: nurse/nurse-trained staff must administer
- Supervised Student: student self-administers, under adult supervision
- Independent Student: student is self-carry/ self-administer - \* Initial below for Independent (Not allowed for controlled substances)

I attest student demonstrated ability to self-administer the prescribed medication effectively during school, field trips, and school sponsored events - Practitioner's Initials: \_\_\_\_\_

### In School Instructions

Standing daily dose - at \_\_\_\_\_ and \_\_\_\_\_ and/or

PRN - specify signs, symptoms, or situations: \_\_\_\_\_

Time Interval: \_\_\_\_\_ minutes or \_\_\_\_\_ hours as needed

If no improvement, repeat in \_\_\_\_\_ minutes or \_\_\_\_\_ hours for a maximum \_\_\_\_\_ of times.

Conditions under which medication should not be given: \_\_\_\_\_

3. Diagnosis: \_\_\_\_\_ ICD-10 Code:  \_\_\_\_ . \_\_\_\_

Medication (Generic and/or Brand Name): \_\_\_\_\_

Preparation/Concentration: \_\_\_\_\_

Dose: \_\_\_\_\_ Route: \_\_\_\_\_

Student Skill Level (select the most appropriate option):

- Nurse-Dependent Student: nurse/nurse-trained staff must administer
- Supervised Student: student self-administers, under adult supervision
- Independent Student: student is self-carry/ self-administer - \* Initial below for Independent (Not allowed for controlled substances)

I attest student demonstrated ability to self-administer the prescribed medication effectively during school, field trips, and school sponsored events - Practitioner's Initials: \_\_\_\_\_

### In School Instructions

Standing daily dose - at \_\_\_\_\_ and \_\_\_\_\_ and/or

PRN - specify signs, symptoms, or situations: \_\_\_\_\_

Time Interval: \_\_\_\_\_ minutes or \_\_\_\_\_ hours as needed

If no improvement, repeat in \_\_\_\_\_ minutes or \_\_\_\_\_ hours for a maximum \_\_\_\_\_ of times.

Conditions under which medication should not be given: \_\_\_\_\_

Home Medications (include over the counter)  None

Health Care Practitioner Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please select one:  MD  DO  NP  PA

Address: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Tel. No: \_\_\_\_\_ FAX No: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

NYS License No (Required): \_\_\_\_\_ NPI No: \_\_\_\_\_ Date: \_\_\_\_\_

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Medication Order Form | Office of School Health | School Year 2023-2024

Please return to School Nurse/School Based Health Center. Forms submitted after June 1<sup>st</sup> may delay processing for new school year.

**PARENTS/GUARDIANS: READ, COMPLETE, AND SIGN. BY SIGNING BELOW, I AGREE TO THE FOLLOWING:**

- I consent to my child's medicine being stored and given at school based on directions from my child's health care practitioner. I also consent to any equipment needed for my child's medicine being stored and used at school.
- I understand that:
  - I must give the school nurse/school based health center (SBHC) my child's medicine and equipment.
  - All prescription and "over-the-counter" medicine I give the school must be new, unopened, and in the original bottle or box.** I will provide the school with current, unexpired medicine for my child's use during school days.
    - Prescription medicine must have the **original** pharmacy label on the box or bottle. Label must include: 1) my child's name, 2) pharmacy name and phone number, 3) my child's health care practitioner's name, 4) date, 5) number of refills, 6) name of medicine, 7) dosage, 8) when to take the medicine, 9) how to take the medicine and 10) any other directions.
  - I must **immediately** tell the school nurse/SBHC provider about any change in my child's medicine or the health care practitioner's instructions.
  - No student is allowed to carry or give him or herself controlled substances.**
  - The Office of School Health (OSH) and its agents involved in providing the above health service(s) to my child are relying on the accuracy of the information in this form.
  - By signing this medication administration form (MAF), OSH may provide health services to my child. These services may include but are not limited to a clinical assessment or a physical exam by an OSH health care practitioner or nurse.
  - The medication order in this MAF expires at the end of my child's school year, which may include the summer session, or when I give the school nurse/SBHC provider a new MAF (whichever is earlier). When this medication order expires, I will give my child's school nurse/SBHC provider a new MAF written by my child's health care practitioner.
  - This form represents my consent and request for the medication services described on this form. It is not an agreement by OSH to provide the requested services. If OSH decides to provide these services, my child may also need a Section 504 Accommodation Plan. This plan will be completed by the school.
  - For the purposes of providing care or treatment to my child, OSH may obtain any other information they think is needed about my child's medical condition, medication, or treatment. OSH may obtain this information from any health care practitioner, nurse, or pharmacist who has given my child health services.

### FOR SELF-ADMINISTRATION OF MEDICINE (INDEPENDENT STUDENTS ONLY):

- I certify/confirm that my child has been fully trained and can take medicine on his or her own. I consent to my child carrying, storing, and giving him or herself, the medicine prescribed on this form in school. I am responsible for giving my child this medicine in bottles or boxes as described above. I am also responsible for monitoring my child's medication use, and for all results of my child's use of this medicine in school. The school nurse/SBHC provider will confirm my child's ability to carry and give him or herself medicine. I also agree to give the school "back up" medicine in a clearly labeled box or bottle.

**NOTE:** It is preferred that you send medication and equipment for your child on a school trip day and for off-site school activities.

Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Date of birth: \_\_\_\_\_

School (ATS DBN/Name): \_\_\_\_\_ Borough: \_\_\_\_\_ District: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_ Parent/Guardian's Email: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_

Telephone Numbers: Daytime: \_\_\_\_\_ Home: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Alternate Emergency Contact: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### For Office of School Health (OSH) Use Only

OSIS Number: \_\_\_\_\_ Received by - Name: \_\_\_\_\_ Date: \_\_\_\_\_

504  IEP  Other: \_\_\_\_\_ Reviewed by - Name: \_\_\_\_\_ Date: \_\_\_\_\_

Referred to School 504 Coordinator:  Yes  No

Services provided by:  Nurse/NP  OSH Public Health Advisor (for supervised students only)  School Based Health Center

Signature and Title (RN OR SMD): \_\_\_\_\_ Date School Notified & Form Sent to DOE Liaison: \_\_\_\_\_

Revisions as per OSH contact with prescribing health care practitioner:  Clarified  Modified