

**Medication Authorization Form
For Administering Prescription and Non-Prescription Drugs**

Trinity-St. Luke's Lutheran School
Watertown, WI
2026-2027

Western Avenue Campus
4K-Grade 2
801 South Fifth Street
Watertown, WI, 53094
(920) 261-3615

Clark Street Campus
Grades 3-8
303 Clark Street
Watertown, WI 53094
(920)-261-3615

Medication Authorization for Administering Prescription and Non-Prescription Drugs

This form authorizes the building secretary, principal, or vice-principal to administer medication during the school day as follows:

Name of Student _____ Grade _____

Name of Medication _____

Dosage _____

Time to be Given _____

Or condition under which medication should be given _____

Duration of Medication _____

Reason for Medication _____

Name of Prescribing Physician _____

Signature of Parent _____ Date _____

Comments: _____

All medication should be in properly labeled containers and must be given to the building secretary in the school office who will provide for safe storage in the school office.
***Prescription drugs should be in their original container with the pharmacy label attached.**

Administration of Medications to Students
Adopted by the Joint Board of TSL-July, 2010

Beginning August 31, 2010, students at TSL who need medications (drugs) or other drug products administered to them during the school day will follow these procedures:

A drug by state of Wisconsin law means any substance recognized as a drug in the official U.S. pharmacopoeia and national formulary or official homeopathic pharmacopoeia of the United States or any supplement to either of them. A drug product means a specific drug or drugs in a specific dosage from a known source of manufacture. This includes cough drops.

1. Upon arrival at school both prescription and non-prescription drugs/drug products must be left at the school office in the care of the school secretary.
2. Prescription drugs must come in a legible pharmacy-labeled container supplied by the parent.
3. Non-prescription drugs must come to school in the original manufacturer's packaging with ingredients and recommended therapeutic dosages supplied by the parent.
4. A parent of the child presenting the prescription or non-prescription drugs will also provide a medication authorization form which will include the name of the drug-non-prescription drug, the dosage to be administered, the time during the school day the dosage(s) are to be administered, the parent's signature, and a contact phone number.
5. Medication will only be administered by the building secretaries, the principal, or the vice-principals.
6. As necessary at the close of the school day medications will be returned only to the student who originally brought the medication.
7. The person administering the medication will complete a medication log in the school office showing the date, time of day, and the type and dosage of medication administered and the medication administrator's signature. Also to be noted on the medication log are the reason(s) for lack of medication administration or misadministration.
8. Students do not need to turn in to the office EpiPens or inhalers. However, parents will notify the appropriate campus secretary that the child is carrying this type of medication.