



MINNEAPOLIS  
PUBLIC SCHOOLS  
Urban Education. Global Citizens.

Minneapolis Public Schools  
Health Related Services



Authorization for Administration of Medication at School

Parents/guardians asking school staff to give medications to their child must provide (written) permission every school year that has been signed by parent/guardian **and** the child's health care provider.

Student: \_\_\_\_\_ BD: \_\_\_\_\_ ID#: \_\_\_\_\_  
School: HERITAGE School year: '13-'14 Grade/Rm: \_\_\_\_\_

Physician/licensed prescriber's order for Administration of Medication by School Personnel

Medical Condition	Medication	Dose	Time	Route	Possible Side Effects
1.					
2.					

Other considerations/directions: \_\_\_\_\_

Start date: \_\_\_\_\_ Stop date: \_\_\_\_\_  
(All authorizations expire at the end of the school year or following the summer school session.)

\_\_\_\_\_  
Signature of Physician/Licensed Prescriber      Print name of Physician/Licensed Prescriber      Date  
\_\_\_\_\_  
Clinic address      Phone      Fax

**Parent/Guardian Authorization**

- I request that the above medication(s) be given during school hours as ordered by my child's physician/licensed prescriber. I also request the medication(s) be given on field trips, as prescribed.
- I will notify the school of any change in the medication(s), (i.e., dosage change, medication is stopped, etc.).
- I give permission for the medication(s) to be given by school personnel as delegated, trained, and supervised by the school nurse.
- Legally, I may refuse to sign for the medication. If I refuse to sign, we will not be able to administer the medication at school.
- This consent may be revoked at any time, by sending a written notice to the licensed school nurse.

\_\_\_\_\_  
Parent/Guardian Signature      Date      Relationship to Student

**NOTE: Medication must be supplied in original/prescription bottle.**

**Permission for Release of Information**

- I give permission for the school nurse to communicate, as needed, with school staff about my child's medical condition(s) and the action of the medication(s).
- I give permission for the school nurse to consult with my child's physician/licensed prescriber about any questions regarding the listed medication(s) or medical condition(s) being treated by medication(s).
- I give permission for the physician/licensed prescriber to release information related to the above medication(s) and medical condition(s) to the licensed school nurse.

\_\_\_\_\_  
Parent/Guardian Signature      Date      Relationship to Student

Return to: JULIA BENNETT Phone: 612-730-3314 Fax: 612-668-0724  
RN, Licensed School Nurse



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## Minneapolis Public Schools Health Related Services



### Policy Regarding the Administration of Medication in School

For the safety of students, it is recommended that medication be given at home whenever possible. For example, medication prescribed three times a day can be given before school, after school, and at bedtime. Below is a summary of MPS policy 6692, 6692A, & 6692B. The complete policies can be found on the MPS website at: [http://www.mpls.k12.mn.us/6000\\_Learning\\_Instruction.html](http://www.mpls.k12.mn.us/6000_Learning_Instruction.html)

If medication must be given during school hours, we want you to be aware of the following school medication policy:

1. School personnel can only give medication, both prescription and over-the-counter, with the written order of a physician or other licensed prescriber and the written consent of a parent. School staff will not administer homeopathic or non-traditional medicines, including herbal remedies and dietary supplements. All medications administered by school staff must be FDA approved and listed in the Physicians Desk Reference (PDR).
2. Prescription medication must be brought to school in a container labeled by the pharmacy. Ask the pharmacist to put the medication in two containers, one for school and one for home. Mixed dosages in a single container will not be accepted for administration at school.  
The following information must be on the label:
  - a. Child's full name.
  - b. Name and dosage of medication.
  - c. Time and directions for administration.
  - d. Physician's name.
  - e. Current date.
3. Over-the-counter medication must be in the original container with the manufacturer's label clearly indicating dosage, instructions and ingredients.
4. Medications should be brought to school by a parent or a responsible adult. If there is medication remaining after treatment or at the end of the school year, please make arrangements for it to be picked up. Parents must notify the school in writing when a medication is discontinued.
5. A new medication consent form is required:
  - a. When the dosage or time of administration is changed.
  - b. At the beginning of each school year.
  - c. If discontinued medication is restarted.
6. The school nurse shall designate appropriate storage for medication following district procedures.
7. Secondary students may self-carry non-prescription pain relievers that do not contain ephedrine or pseudoephedrine products. The parent/guardian of the student will submit a signed Self-Administered Medication consent form for each school year.
8. Students, who have prescribed asthma medication and/or a non-syringe epinephrine injector for a life-threatening allergy, may self-carry their medication if they have written consent from parent/guardian and health care provider and are monitored by the school nurse.
9. The school nurse will write a plan for giving emergency medicines (Epipen, Diastat, Glucagon, etc.) after assessing the student's needs, consulting with the parent/guardian and health care provider, and providing appropriate training.

Thank you for your cooperation.

JULIA BENNETT

Licensed School Nurse



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Xafiiska Adeegyada Caafimaadka



**Nidaamka Maamulka Dawooyinka ee Xafiiska**  
**Policy Regarding the Administration of Medication in School – Somali)**

Iyadoo la eegayo ammaanka ardayda,, ayaa waxaa lagu soo talo jeedinayaa in daawada ilmaha lagu siiyo markasta oo ay suurtoagal tahay. Tusaale, daawada la qaadanayo saddex jeer maalintii ayaa la siin karaa dugsiga ka hor, dugsiga kaddib iyo xilliga la seexanayo. Hoosta waxaa ku qoran qormo kooban ee Nidaamka Dugsiyada Dadweynaha Miniyaaboliis 6692, 6692A, & 6692B. Nidaamka oo dhammaystiran waxaan laga heli karaa shabakada internet-ka Dugsiyada Dadweynaha Miniyaaboliid cinwaankeedu yahay:

[http://www.mpls.k12.mn.us/6000\\_Learning\\_Instruction.html](http://www.mpls.k12.mn.us/6000_Learning_Instruction.html)

Haddii ay tahay daawada in la qaato xilliga dugsigu lagu jiro, waxaan doonaynaa inaan ogaataan nidaamka dawooyinka dugsiga ee soo socda::

1. Shaqaalaha dugsiga oo kaliya ayaa siin kara daawada, haddii ay tahay mid loo qoray ama mid miiska laga gadan karaba, iyadoo uu weheliyo warqadda takhtarka ama qof kale oo idman ruqsadna u haysta inuu dawo qor iyo ruqso qoraal ah ee waalidka. Shaqaalaha dugsigu ma faragashanayaan dawooyinka aan takhtar soo qorin ama dawooyinka kaalmada ee dhirta iyo wixii la mid ah een dhakhtar idmani u qorin. Dhammaan daawada uu dugsigu maamulayo waa inay ahaato mid uu ansixiyey Maamulka Cuntada iyo Daawada (FDA) isla markaasna ku qoran liiska dawooyinka dhakhaatiirtu qorto.
2. Dawooyinku waa inay yimaadaan dugsiga iyagoo ku jira weel ama shay lehna xaashi uu ku soo dhejiyey farmashiye-yaqaanku. Weydii Farmashiye yaqaanku inuu daawada ku kala rido labo shay, midda dugsiga iyo midda guriga ah. Daawo isku qasan oo hal shay ku jirta ma aqbalayo maamulka dugsigu. Xaashidan waa inay ku qoran yihiin macluumaadka soo socda:
  - a. Magaca buuxa ee ilmaha.
  - b. Magaca iyo daawada la siinayo qiyaasteeda ama muggeeda
  - c. Waqtiga iyo habraaca maamulka dawada
  - d. Magaca Takhtarka.
  - e. Taariikh cusub.
3. Daawooyinka la gadan karo waa inay ku jiraan weelkii ama shaygii asalka ahaa oo ay ku dhegagan tahay xaashi tilmaamaysa hay'adda samaysay si caddaan ahna u tilmaamayso inta qofka la siinayo, habraaca iyo waxyaabaha dawadu ka samaysan tahay.
4. Daawada waa inuu dugsiga keenaa Waalid ama qof qaangaadh mas'uul ah. Haddii ay jirto daawo soo harto xilliga dugsigu dhammaado sannadka, fadlan samee ballaan aad ku timaaddo oo aad u qaadata. Waalidiintu waa inay dugsiga si qoraal ah ugu soo gudbiyaan marka daawo la joojinayo.
5. Waxaa loo baahan yahay foom ruqso siin daawada cusub:
  - a. Marka inta ama waqtiga la siinayo isbeddelo
  - b. Marka kasta oo sannad dugsiyeedi bilaabanayo
  - c. Haddii daawadii la joojiyey dib loo bilaabay.
6. Kalkaaliyaha dugsigu waa inuu u sameeyo meel ku habboon daawada iyadoo la raacayo nidaamka u degsn degmada.
7. Ardayda dugsiga sare iyaga ayaa qaadan kara dawooyinka aan la isu qorin iyo xanuun qaboojiyeyaasha taasoo aysan ku jirin waxyaabaha ay ka mid yihiin ephedrine am pseudoephedrine Waalidka/daryeelaha ardaygu wuxuu soo gudbinayaa qoraal saxiixan oo tilmaamaya inuu ardaygu dawada iskiis u qaato sannad kasta oo dugsigu bilaabanayo.
8. Ardayda, loo soo qoray dawada neefta ama epinephrine aan la isugu durin allerjiga nolosha dhibaya, daawadoodana iyaga ayaa qaadan kara haddii ay ruqsad qoraal ah ka sitaan waalidka/daryeelaha iyo daryeel caafimaad bixiyahooda, isla markaasna waxaa dusha kala soconaya Kalkaaliyaha dugsiga.
9. Kal-kaaliyaha dugsiga ayaa u diyaarinaya qorshe lagu siiyo dawooyinka deg degga ah sida (Epipen, Diastat, Glucagon iwm.) kaddib marka ay qiimeeyaan baahida ardayga, lana tashadaan waalidka/daryeelaha iyo daryeel caafimaad bixiyaha, isla markaasna ay u helaan tababar munaasib ah ee k u habboon.

Waad ku mahadsan tahay wada shaqaynta

JULIA Bennett

Kal-kaaliyaha Dugsiga Idman (Licensed School Nurse) K

tant/LPN)