



Administration of Oral Medication Authorization

(References: P.108.SCO and PR.547.SCO, PR.548.SCO and PR.632.SCO)

NOTE: Please type or print neatly and submit the original, signed copy to your child's school principal in a timely manner.

In the case of ongoing serious medical conditions (such as but not limited to severe, life-threatening allergies, diabetes, epilepsy, heart condition, asthma), this authorization will terminate on June 30 of each school year. Please ensure to notify the principal if the prescription changes or expires. This authorization may be cancelled upon receipt of written notification to the principal.

School Name _____ Date _____
Principal's Name _____ Teacher's Name _____

ADVISEMENT OF ADMINISTRATION OF ORAL MEDICATION

Student's Name _____ Student No. _____
Parent / Guardian _____ Telephone (Home) _____
(if student is under 18 years of age)
Address _____ Telephone (Business) _____
E-mail Address _____
Physician's Name _____ Telephone _____

PHYSICIAN'S STATEMENT RE: ADMINISTERING ORAL MEDICATION DURING SCHOOL HOURS

In my opinion, it is necessary that the following medication be administered during school hours:

1. Name of Medication _____
2. Storage Cautions, if any _____
3. Dosage of Medication _____
4. Time of Administration _____
5. Special instructions for Administration _____
6. Duration of Medication Regime _____
7. Caution of Notable Side Effects _____

Physician's Signature _____ **Date** _____

PARENT / GUARDIAN AUTHORIZATION RE: ADMINISTRATION

The responsibility for administration of medication involves certain elements of risk. Unexpected consequences including, but not limited to, illness, adverse reactions or other complications may occur as a result of the administration (or non-administration) of any medication. These physical reactions result from the medication and can occur without fault on either the part of the student or the Ottawa-Carleton District School Board (OCDSB) or its employees or agents. By requesting and consenting to the administration of medication by the OCDSB to your child, you are assuming the risk of an unexpected reaction occurring. It is understood that the chances of such a reaction occurring may be reduced by carefully following the instructions provided by the physician and / or pharmacy at all times. If you consent to the administration of medication to your child by the OCDSB, you must understand that you and not the OCDSB will bear sole responsibility for any physical reaction that might occur.

I have read the above and I understand that in requesting and consenting to the administration of medication by the OCDSB, I am assuming the risks associated with doing so.

Name of Medication _____ Prescription No. _____
The parent (s) / guardian (s) of _____
Name of Student _____

hereby consent that the above medication, using the procedures as outlined by the physician, be administered to the student by the OCDSB, its employees or agents.



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It is acknowledged that the employees or agents of the OCDSB are not medically trained to administer medication.

Parent / Guardian Signature _____ **Date** _____
(or student if 18 years or older)

PARENT / GUARDIAN AUTHORIZATION RE: CONSENT TO RELEASE

I/we give consent for school staff to use and share the information provided in this form as required to attend to the education, health and safety of myself / my child. This may include:

- The pertinent information contained within will be shared with the Ottawa Student Transportation Authority and applicable contracted bus operators (including your child’s bus driver where appropriate);
- Posting of the student’s photograph (physical and / or electronic) in the school so that all staff, volunteers and visitors are aware of the medical condition;
- And any such other circumstances that may be necessary to ensure the health and safety of your child.

Parent / Guardian Signature _____ **Date** _____
(or student if 18 years or older)

PARENT / GUARDIAN AUTHORIZATION RE: CONSENT TO TRANSFER TO HOSPITAL

I/we give consent for my child to be transported to a hospital if deemed necessary by school staff, and if necessary, a staff member may also accompany my child during transport. Note: The principal shall decide if an ambulance is to be called.

Parent / Guardian Signature _____ **Date** _____
(or student if 18 years or older)

The personal information on this form is collected under the authority of the *Education Act* and will only be used to record parental authorization for the administration of the named medication to the student by the OCDSB. Access to this information will be limited to those who have an administrative need, to the student to whom the information relates and the parent(s) / guardian (s) of a student who is under 18 years of age. If you wish to review this information or have questions regarding its collection, please contact your school principal.

The information collected will be protected against theft, loss and unauthorized use or disclosure.

PRINCIPAL’S ACKNOWLEDGEMENT

I have reviewed the information provided in this form, obtained clarification if required, and acknowledge its receipt.

Principal’s Signature _____ **Date** _____

THIS FORM MUST BE COMPLETED IN A TIMELY MANNER, INCLUDE ORIGINAL SIGNATURE(S) AND SUBMITTED TO THE SCHOOL PRINCIPAL.