

**Extended Travel Medication Authorization Form**

Note: Each Medication requires a separate form

**Parent completes this section:**

Student \_\_\_\_\_ Birthdate \_\_\_\_\_

School \_\_\_\_\_ Trip Destination \_\_\_\_\_

Medication \_\_\_\_\_ Dose \_\_\_\_\_

Route/Mode of Administration \_\_\_\_\_ Frequency \_\_\_\_\_ Duration \_\_\_\_\_  
(Dates of Travel)

Times to be given \_\_\_\_\_ Start Date \_\_\_\_\_ Stop Date \_\_\_\_\_

Potential Adverse Reactions \_\_\_\_\_

(if noted, SASD faculty/chaperones should contact parent/guardian or physician)

If PRN (as needed), state conditions under which SASD faculty/chaperones should administer medication  
i.e. Headache, Fever, Pain, Cough, etc... \_\_\_\_\_Student **may** \_\_\_\_\_ **may not** \_\_\_\_\_ carry and/or self-administer medications.

*I hereby give permission for personnel designated by the principal or school nurse to give the above medication to my child according to the directions stated. I also authorize SASD faculty/chaperones designated in medication administration to contact my child's practitioner or me if there is a question regarding medication administration. I agree to notify the SASD faculty/chaperones when the drug is to be discontinued and/or the dosage or time changed. I understand that if the medication is resumed, a new medication authorization form is required. I agree to hold the Sheboygan Area School District, its employees and agents, excluding health care professionals, who are acting within the scope of their duties, harmless in any and all claims arising from the administration of this medication..*

\_\_\_\_\_  
(Parent or Guardian Signature) Home phone \_\_\_\_\_

Date \_\_\_\_\_ Work phone \_\_\_\_\_

**Physician Completes if Medication is Prescribed:**

I acknowledge by my signature on this document that I will assist and advise designated SASD faculty/chaperones with regard to the administration of medication described below, which includes accepting direct communication. I further acknowledge that all instructions should be stated in language of the lay person. I further understand that if the student is allowed to self-administer medication that proper instruction has been given.

Diagnosis/Reason for Medication \_\_\_\_\_

Medication \_\_\_\_\_ Dose \_\_\_\_\_

Route/Mode of Administration \_\_\_\_\_ Frequency \_\_\_\_\_ Duration \_\_\_\_\_  
(Dates of Travel)

Times to be given \_\_\_\_\_ Start Date \_\_\_\_\_ Stop Date \_\_\_\_\_

Special Instructions for Administration \_\_\_\_\_

Potential Adverse Reactions \_\_\_\_\_

(If noted, SASD faculty/chaperones should contact parent/guardian or physician)

Student **may** \_\_\_\_\_ or **may not** \_\_\_\_\_ carry and/or self-administer medications.\_\_\_\_\_  
(Practitioner Signature) (Phone Number)\_\_\_\_\_  
(Practitioner Name) (Date) (Practitioner Address)

Sheboygan Area School District (SASD)  
 3330 Stahl Rd  
 Sheboygan WI 53081

## EXTENDED TRAVEL MEDICATION AUTHORIZATION FORM

Dear Parent or Guardian:

Medications should be administered to students by their parents/guardians at home whenever possible. In the event this is not possible, proper written consent must be given to designated school personnel to administer medication. **Each medication requires a separate medication form.**

**For Nonprescription Medications (FDA Approved):**

Parent/Guardian written authorization is required.

**For Prescription Medications (and non-FDA Approved Medications):**

Parent/Guardian written authorization and Practitioner written authorization is required.

*No medication will be administered by school personnel or its agents until the consent forms are completed and on file with the school. Medication authorization and administration forms will be kept and stored confidentially as required under Wis. Stat. 118.29(4).*

All medication must be in the original container labeled with the student's name, correct dosage, time and quantity to be given. All prescription medication must be in the original container labeled from the pharmacy. All medication will be kept in a securely locked cabinet or storage area only accessible to those who have been given the authority to administer medications to students.

Parents are responsible for bringing medication to school and picking up unused medication within 10 days after the medication is discontinued. Students are not allowed to transport their medication from school. School personnel who administer medications to students will have been provided orientation and training. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. Only those nonprescription drugs that are provided by the parent or guardian in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered. For the safety and protection of all students, the Sheboygan Area School District reserves the right to refuse administration of a complementary and/or alternative medication, not under FDA regulation even with a prescribing signature. This includes the broad and general application of aromatic substances (including essential oils) in school. **Students who self-administer medication must have a medication authorization form on file at school.** It is recommended that students carry no more than one-week supply of medication.

In accordance with the standards of nursing practice, the school nurse may refuse to administer or allow to be administered any medication, which, based on her/his assessment and professional judgment, has the potential to be harmful, dangerous, or inappropriate. In these cases, the school nurse shall notify the parent/guardian and licensed prescriber and the reason for the refusal explained. Under Wis. State 118.29(2)(a)(3), anyone with the authority to administer a non-prescription or prescription drug to a student, excluding nurses, is immune from civil liability unless the act or omission constitutes a high degree of negligence.

**Consent form on reverse side**