

DENVER PUBLIC SCHOOLS - NURSING & STUDENT HEALTH SERVICES

**STUDENT MEDICATION ADMINISTRATION AGREEMENT**

SCHOOL YEAR: 2024-2025

The undersigned parent(s) or guardian(s) of:

**Name of Student** \_\_\_\_\_ **Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_ hereby request school staff(s) employed by the Denver Public School District to administer to said child the medication or treatment as described by the prescribing medical provider's signed instructions below.

In compliance with School District Medication Policy and Procedure and Medication Administration CDE guidance, which requires as a condition of its agreement to administer any medication, that the medicine has been prescribed by a medical provider with prescriptive authority and that it has been furnished by the parent/guardian(s) of the student with the original pharmacy container label stating the child's name, name of the medication, the dosage, the route, the number of doses per day or time(s) and the date when the medication is to be discontinued (if applicable). This applies to all medications including over-the-counter and homeopathic medications including essential oils. It is understood that the medication is given solely at the request of and as an accommodation to the undersigned parent/guardian(s). The undersigned parent/guardian(s) hereby agree(s) to release the Denver Public Schools and its school staff from any and all claim(s) which they now have or may hereafter have to arise out of the administration of, or failure to administer, the medication to the student.

If a short term medication, such as an antibiotic, is required to be administered, the original pharmacy label can function as a temporary medical provider order. This form is still required for parent/guardian's signature.

By signing, the parent/guardian agrees that Denver Public Schools Staff, including the Nursing Services Director and/or designee, and the school nurse at the student's school, may contact outside providers for further information about the student's medical needs. It is also agreed that the outside provider is granted permission to release confidential information to DPS staff. It is understood that this information will be kept confidential, and will be used only for the purpose of making a decision about the relevance of the Medical Accommodation Plan to the educational needs of the student.

**PLEASE NOTE:** For medication to be given at home and school, please ask the pharmacist for a separate, accurately labeled medication bottle to be kept at school.

**BE ADVISED:** It is the Parents'/Guardians' responsibility to pick up student medication by student dismissal on the last day of school. Medications left unclaimed will be disposed of according to the Colorado Department of Public Health and Environment (CDPHE) Medical and Pharmaceutical Waste Guidance.

\_\_\_\_\_  
**Signature** of Parent or Guardian

\_\_\_\_\_  
Date (Month/Day/Year)

**MEDICAL PROVIDER SIGNED ORDER FOR MEDICATION**

This form must be completed for any medication a student will need to take during school hours.  
Please be aware that any medications, *including samples*, must have a medication label to be administered at school.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Medication/Treatment Name (*one per form*) \_\_\_\_\_ Dosage: \_\_\_\_\_

Route: \_\_\_\_\_ Frequency: \_\_\_\_\_ Time(s) given at School: \_\_\_\_\_

Starting date: \_\_\_\_/\_\_\_\_/\_\_\_\_ | Ending date: \_\_\_\_/\_\_\_\_/\_\_\_\_ or  Until end of 2024-2025 school year

Purpose of Medication: \_\_\_\_\_ Allergies: \_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

\_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**PRINTED NAME** of Prescribing Medical Provider

\_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Clinic Name: \_\_\_\_\_

**SIGNATURE** of Prescribing Medical Provider

\_\_\_\_\_  
**PRINTED NAME** of School Nurse

\_\_\_\_\_  
**SIGNATURE** of School Nurse

\_\_\_\_\_  
**DATE**

**School nurse signature indicates that the medication and medication orders have been reviewed by the school nurse.**