

## Accepting & Storing Medication at The Acorn School

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**Please use the checklists below to ensure that the required documentation is complete and valid.**

**PERMISSION TO ADMINISTER MEDICATION FORM:** All medications to be administered at school will be accompanied by a Permission to Administer Medication Form, which must include the following:

- Name of child
- Name of medication
- Dose to be given
- Route of medication
- Number of days to be given
- Times to be given (example: 4 times per day, every 4 hours)  
**Please note:** We cannot accept ranges of time (example: every 4-6 hours)
- Any special instructions
- Reactions to watch for
- Parent's signature
- Health care provider's signature
- Start and end date

**MEDICATIONS:** Over-the-counter medications must be kept in the original container and be labeled with your child's first and last name. All prescription medications must come in the original container labeled with a pharmacy prescription label which must include:

- Child's name
- Prescribing practitioner's name
- Pharmacy name and telephone number
- Date the prescription was filled
- Expiration date of the medication
- Name of the medication; dosage
- How often to give the medication
- Length of time the medication is to be given

**THINGS TO LOOK OUT FOR:** Please be sure to look out for the following...

- We can only accept long-term medication orders (*up to 1 year*) for chronic conditions such as: asthma, allergies, or diabetes.
- All other medication orders can only be accepted for the time of the present illness for which the treatment is required. The exception to this rule is Tylenol & Ibuprofen, which must be updated at each well check-up per the American Academy of Pediatrics schedule. (2, 4, 6, 9, 12, 15, 18, and 24 months, and at age 3, 4, 5, and 6 years)
- Please make sure that the measurement instrument provided with the medication corresponds with the medication order. (For example: if the medication is ordered to be given in mL, the instrument measures in mL)