

## Request for Administration of Medication In Hampton Roads Schools

This form is accepted by all public schools in  
Chesapeake, Norfolk, Portsmouth, Suffolk, and Virginia Beach

**NOTICE TO PARENTS: The parent/legal guardian must bring medication to school  
in a container that is appropriately labeled by the pharmacy or physician.**

Today's Date \_\_\_\_\_

Name of Student (Last, First, MI)	School Student Attends	Student's Date of Birth (Mo/Day/Yr)
Student's Diagnosis	Medication	
Dosage	Time of Administration	
Route of Administration and Instructions		
Start Date	End Date	
Diagnostic ICD-9 Code (For Norfolk Public Schools Only)		
Physician/Nurse Practitioner/Dentist's Name (please print)		Phone Number
Physician/Nurse Practitioner/Dentist's Signature		

**PARENT/LEGAL GUARDIAN: I hereby give permission for the school to administer the medication as prescribed above. I also give permission for the school to contact the above health care provider regarding the administration of this medication.**

Signature - Parent/Legal Guardian	Date
Home Phone Number - Parent/Legal Guardian	Work Phone Number - Parent/Legal Guardian

### GUIDELINES FOR PRESCRIBING MEDICATIONS TO BE ADMINISTERED TO STUDENTS DURING THE SCHOOL DAY

We welcome your support in providing services to our students. When prescribing medications for school age children, kindly consider the following requests and policies:

1. Whenever possible, avoid prescribing medication for administration during school hours, especially medications to be administered for a short period of time.
2. Schools are required to have appropriately labeled pharmacy/physician containers. These will be kept under lock and key in the school clinics.
3. Carrying of inhalers on the person is discouraged, unless ordered by the physician, because such items are easily stolen, lost, or forgotten at home, leaving the student in a dilemma and possibly in a medical crisis.
4. Any change of prescription requires a new written order from the prescribing physician.
5. Schools are readily accessible by FAX for quick communication.
6. Students are not allowed to transport medication on their person to and from school.

Thank you for helping us provide the best possible services for students taking medications.

**HAMPTON ROADS PUBLIC SCHOOLS STUDENT HEALTH SERVICES SUPERVISORS**