CANADIAN ROCKIES Public Schools

Form 1 (AP 316) - Request for Assistance to Administer Medication

This form must be completed by the parent / legal guardian / independent student, if the student's attendance at school requires the administration of medication, with or without assistance. Requests for assistance in the administration of prescription medication must be endorsed by the student's physician. The information collected on this form will be used to assess the request and to implement the request where authority is granted.

A new form must be completed every year when a significant health concern is diagnosed, at the beginning of each school year, when health concerns change; and when the student changes schools.

STUDENT IDENTIFICATION INFORMATION

Student's Full Legal Name: _____

Date of Birth: _____

School Attended: _____

Grade: _____ Teacher: _____

CONTACT INFORMATION

Parents / Legal Guardian(s): _____

Telephone: (Day) _____

Telephone: (Evening)
_____

Telephone: (Cellular)
_____

Specify Additional Emergency Contact: _____

_____

Telephone: _____ Cellular:
_____

MEDICAL INFORMATION

Medical condition which necessitates the administration of medication at school: _____

_____

Please describe the nature of the care required (including equipment required).

_____

Medication(s) required by student: _____

_____

Please identify medication requirements:

Name of Medication	Dosage (How many/much?)	Frequency (How often?)	Time of Administration

Please answer each of the following questions for each of the medications.

How is medication to be stored (specify conditions) :_____

_____

Can the student self administer medication?: Yes _____ No _____

If the student requires assistance, please specify the nature of assistance: _____

_____

Specify possible side effects requiring emergency action: _____

_____

What are the effects of failure to take medication? _____

_____

Emergency procedure in the event of an adverse reaction: _____

_____

Additional instructions or information for caregiver: _____

_____

PHYSICIAN'S ENDORSEMENT

The aforementioned described medical information provided by the parent/legal guardian or independent student is correct:

Yes _____No _____

The requested assistance is within the competence of a person untrained in medical procedures.

Yes:_____ No _____

_____ _____

Physician's Name (Please print) Physician's Telephone Number

_____

Physician's location and Address

_____ _____

Signature of Physician *Date*

AUTHORIZATION REQUEST AND CONSENT

I hereby request that the above identified student be assisted with the administration of medication on the basis as set out above.

If my request is accepted, I acknowledge and agree that:

1. The above medical information is accurate, complete and has been endorsed by the above named physician.

2. Any change in the student's medical condition or medication(s) affecting this administration of medication request will be brought to the attention of the Principal promptly.

3. I will keep current; the supply of medication in its prescribed form and in its original container, the label which clearly identifies the medication and the student, and be responsible for the provision of sufficient medication to meet the student's needs.

4. It is the responsibility of the parent to collect any unused or outdated medication at the end of the school year.

5. School based staff are **not medically trained** and will rely upon the information contained on this form in the administration of medication as requested.

6. If this request is granted, my consent will remain valid for a period of one year, unless otherwise revoked earlier, in writing.

I acknowledge and agree that the information provided herein is accurate and complete and understand why I have been asked to complete this form. I am aware of the risks or benefits of consenting to the administration of medication to my child as indicated above, and understand that a refusal to consent may result in an inability to provide such service to my son/daughter.

As safe an environment as possible will be provided both at school and during the time when the student is being transported. The level of supervision is limited by the medical expertise of the supervisors.

In signing this form, the undersigned parent/legal guardian or independent student release the Board of Trustees of Canadian Rockies Regional Division No. 12, its elected officials, servants, employees, agents and representatives from and against all claims, suits, demands and actions whatsoever, taken now, or which may be taken in the future, which may arise for or by reason of the administration of medication to the student. I confirm that I have requested that action be taken by staff as set out above and that such action is authorized by myself. I further agree that staff are authorized to take such emergency action as may be deemed necessary.

_____ _____

Print Name of Parent/Legal Guardian or Independent Student

Signature of Parent/Legal Guardian Independent Student

_____

Date

PRINCIPAL'S APPROVAL

_____

School Name

_____ _____

Name of Principal *Signature of Principal*

_____

Date

This personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act ("FOIPP") and the School Act. This information is necessary in order to assess and respond, as deemed appropriate, to your request for administration of medication to the above described student. The information will be treated in accordance with the privacy protection of the FOIPP Act. If you have any questions about the collection and/or intended use of personal information, please contact the school principal.