



## Kestrel Heights School

4700 S. Alston Avenue, Durham, NC 27713

Phone 919-484-1300 Fax 919-572-2409

[www.kestrelheights.org](http://www.kestrelheights.org)

Dr. Mark Tracy, Executive Director

Dr. Renita Webb, Elementary Principal

Ms. April Goff, Upper School Principal

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Dear Parent/Guardian:

Our school has a written policy to assure the safe administration of medication to students during the school day. If your child must have medication of any type, including over-the-counter drugs given during school hours, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate time(s).
2. You may obtain a copy of a medication form from the school nurse or school secretary. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be completed by the physician for both prescription and over-the-counter drugs. The form must be signed by the doctor and by you, the parent or guardian. Prescription medicines must be brought to school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.
3. You may discuss with your doctor an alternative schedule for administering medication (i.e., outside of school hours).
4. Self-medication: In accordance with G.S. 115C-375.2 and G.S. 115C-47, students requiring medication for asthma, anaphylactic reactions, or both, and diabetes may self-medicate with physician authorization, parent permission, and a student agreement for self-carried medication.

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by both doctor and parent/guardian, and the medication has been received in an appropriately labeled container.

If you have questions about the policy, or other issues related to the administration of medication in the schools, please contact Ms. Vargas at [Vargas@kestrelheights.org](mailto:Vargas@kestrelheights.org)

Thank you for your cooperation.

Ms. Suzanne Vargas  
Admissions  
Kestrel Heights School

## Student Agreement for Self-Carried Medication

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Licensed Health Care Provider: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Medication: \_\_\_\_\_

Dose: \_\_\_\_\_ Time: \_\_\_\_\_

*Medication is permitted in accord with state laws and district policy. Both student's health care provider and parent/guardian must complete Medication Authorization Form. Student's name must appear on inhaler/container.*

### RESPONSIBILITIES

- I plan to keep my inhaler, equipment, and/or Epinephrine auto injector with me at school.
- I agree to use my inhaler, equipment, and/or Epinephrine auto injector in a responsible manner, in accordance with my licensed health care provider's orders.
- I will notify the school staff (i.e., teacher, nurse) if I am having more difficulty than usual with my health condition.
- I will not allow any other person to use my inhaler, equipment, and/or Epinephrine auto injector.
- If I use the medication in a manner other than as prescribed, the school may impose disciplinary action according to the school's disciplinary policy.

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_ Written statement, treatment plan and emergency action plan completed by the health care provider and on file at a location that is easily accessible

\_\_\_\_ Demonstrates correct use/administration.

\_\_\_\_ Recognizes proper and prescribed timing for medication.

\_\_\_\_ Agrees to carry medication.

\_\_\_\_ Knows health condition well

\_\_\_\_ Keeps a second labeled container in health office or main office per G.S. 115C-375.2

\_\_\_\_ Will not share medication or equipment with others

### Comments:

Administrative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Request for Medication Administration in School**  
**To be completed by physician**

Name of Student: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Time(s) medication is to be given:

a.m. \_\_\_\_\_ p.m. \_\_\_\_\_ To be given from: (date) \_\_\_\_\_ to \_\_\_\_\_

Significant Information (include side effects, toxic reactions, and omission reactions):

\_\_\_\_\_  
\_\_\_\_\_

Contraindications for Administration:

\_\_\_\_\_  
\_\_\_\_\_

If an emergency situation occurs during the school day or if the student becomes ill, school officials are to:

a. Contact me at my office at telephone \_\_\_\_\_

b. Take child immediately to the emergency room at \_\_\_\_\_

**FOR SELF-ADMINISTRATION -**

Student has demonstrated understanding of and ability to self-administer asthma medication, diabetes medication, or medicine for anaphylactic reactions and may carry and self-administer as prescribed.

-Parent/guardian must provide an extra inhaler to be kept at school in case of emergency

*-A written statement, treatment plan and written emergency protocol developed by the student's health care provider must accompany this authorization form in accordance with requirements stated in G.S. 115C-375.2*

-Student must have a self-medication treatment contract.

-All prescription medication for use at school will be furnished by parent or guardian in a container properly labeled by a pharmacist and over the counter medicine must be in the original container. All medicines must have identifying information, (e.g., name of child, medication dispensed, dosage prescribed, and the time it is to be given or taken).

\_\_\_\_\_  
Physician's Signature

Date \_\_\_\_\_

**PARENT'S PERMISSION**

I hereby give my permission for my child (named above) to receive medication during school hours. This medication has been prescribed by a licensed physician. I hereby release the School Board and their agents and employees from all liability that may result from my child taking the prescribed medication. This consent is good for the school year, unless revoked.

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date