

Medication Administration in School



Questions? Please contact your student's building:

Ridgeview: P (616) 887-8218
F (616) 887-1928

Applevew: P (616) 887-1743
F (616) 887-7509

Middle School: P (616) 887-8211
F (616) 887-1080

High School: P (616) 887-8213
F (616) 887-1264

Parent Responsibility

Parents are urged to give medications at home, prior to and after school hours if possible. If this is not possible, please review the information in this brochure and complete the required form(s).

The State of Michigan requires a parent/guardian signature AND a licensed provider signature on a Medication Authorization Form for all medications administered at school. This includes prescription and over-the-counter medications and applies to daily, as-needed and/or emergency use medications. Any changes must be in writing from the prescriber.

Who is a licensed prescriber?

Physician (MD or DO) Nurse Practitioner (NP)
Physician Assistant (PA) Dentist (DDS)

What about self-carrying?

In order for a student to self-possess and self-administer a medication, three items must be completed:

1. Medication Authorization Form signed by parent and provider
2. Self-Possession/Self-Administration form signed by parent and provider
3. An emergency action plan, such as an Asthma Action Plan or FARE allergy plan

Where do I get these forms?

Printed forms can be obtained from your student's school office. Electronic copies can be found on the District website, under the Resources tab.

For your convenience, we encourage you to utilize your child's electronic medical chart through their physician for proper signature and approvals.

A note about alternative medicine:

School staff members are not authorized to administer complementary or alternative remedies. This includes naturopathy, homeopathy, dietary supplements, essential oils, and herbal remedies. These substances are not regulated by the FDA, therefore the labeling, potency, and purity cannot be guaranteed.

Dropping off Medication

All medications must be dropped off by a parent/legal guardian. Students are not permitted to drop off medications.

All medications must be received in their original pharmacy container with a current pharmacy label showing:

- Name of the Student
- Medication
- Dosage
- Time(s) to be given

Non-prescription medication must also be in its original packaging. School staff will not administer unlabeled medication.

All Medications must be picked up by a parent/legal guardian at the end of the year or they will be disposed of 1 week after school ends.