

**Medication Administration Form**  
Einstein Academy

Date form completed: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Drug Allergies \_\_\_\_\_

Teacher: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Number of MG: \_\_\_\_\_ Color: \_\_\_\_\_

Amount to Administer: \_\_\_\_\_

Time(s) to be given: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_

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## **Medication Policy Einstein Academy**

1. All medications need to be in original prescription bottle with child's name, name of medication, number of mg, amount to administer and prescribing physician. Over the counter medication should be labeled with the child's name.
2. Medicines are to be stored away from classroom in a locked box or cabinet.
3. Parents are to fill out a Medication Administration form for each medicine (prescription or over the counter) to be administered.
4. Teachers will document medication given on a medicine log form after each dose given.
5. Parents need to take home left over prescription medication during the holidays and school breaks. Over the counter medications may be left at the school.