

TO: Parent/Legal Guardian, Licensed Health Care Provider

RE: Disaster Planning: Administration of Medication for 72 hours at School

In the event of a major disaster such as a severe earthquake, schools may be responsible for the care of their students for as much as 72 consecutive hours. With this in mind, it is important to consider those students who require daily medication for their health and well being.

The administration of any oral medication to a student by a district employee must be requested and authorized in writing by either a parent or legal guardian **and** a licensed health care provider acting within the scope of his/her license. Specific instructions for administration must be included.

All medication provided by parents must be in the original container.

The label must include:

1. the student's name
2. name of medication
3. daily dosage
4. mode of administration
5. name of the licensed health care provider

Requests for administration of medication during a disaster are valid for **one academic year only**.

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