INSTRUCTIONS FOR COMPLETING
“MEDICATION CONSENT FORM”

Please fill this tan form out if your child is currently on a prescription or an over-the-counter medication. Otherwise, please hold on to it with these directions for future use.

General things to know:

- This form is to be completed only when teachers will need to administer either over-the-counter medications or prescription medications
- Each medication requires a separate form
- All medications are to be given directly to your child’s teacher and can not be kept in your child’s cubby or backpack
- The medication must in the original container with your child’s name on the container
- The WCCC fax number is 413-597-4889 (machine is turned off and will not receive faxes until after 8:30 a.m.)

Prescription Medications

- The form must be filled out with your child’s name and the name of the prescription medication and signed by you
- The prescription label serves as the doctor’s directions and “signature” so the doctor does not need to fill out the remaining form
- All prescription medications must be in the containers in which they were originally dispensed and with their original labels affixed

Over-the-Counter Medications

- **Unanticipated Use of OTC Medication** (such as Tylenol for unexpected head ache or Benadryl for unexpected allergic reaction – medicines provided by parents/guardians)
  - Please sign and submit one form per medication
  - The form is also to be signed by the doctor with directions to be filled out by the doctor
  - OTC medication forms for unanticipated use can be signed once per year
- **Anticipated Use of OTC Medication** (when your child is given an OTC medication because they have a current illness for which they need medication - like a cold medication)
  - Please sign and submit one form per medication
  - The form is also to be signed by the doctor with directions to be filled out by the doctor
You must submit a new form for each week we are to administer the medication (Exception to this is only made if it is noted by the doctor on the form that the medication is being prescribed indefinitely for an on-going medical condition)

- Over-the-counter medications must be in the original manufacturer’s packaging

**Topical Medications:**

- Permission for us to apply topical products such as sunscreen, insect repellent and OTC diaper ointment is given when you sign the pink “Informed Consent” form and is good for one year
- Parents supply teachers with all such products to be kept in the teacher’s care
- Even things like chap sticks and hand sanitizer are to be given to the teacher

**Reminder for Illnesses:**

- If your child is ill with a fever or has a fever from an immunization or teething, he/she must be fever free for 24 hours WITHOUT fever reducing medication before returning to school
- If you child is ill with diarrhea or vomiting, he/she must be symptom free for 24 hours before returning to care

**Serious Medical Conditions (such as allergies or seizures)**

- Please ask for an allergy or seizure action plan to be filled out by your doctor
- Please also sign the form yourself
- Forms are good for one year or until treatment for condition changes
- Medications for serious medical conditions such as Epipens for allergies must also have your child’s photo on the box or container
- Epipens need to be changed every six months

Please let us know if you have any questions.

Thank you.

(9-21-10)