Dear Parent,

California Education Code 94923 requires that a school have a written authorization from both parent and physician in order for prescribed medicine to be given to a student by our office staff. **Please make every effort to administer medications before and after school.** In case this is not possible, we offer this form for use should a need occur. We suggest that you take it with you when your child visits the doctor. **Without authorization, no medication will be given to a student by school staff.** Additional copies of this form are available in our campus office and on the school website: [www.rcs.edu](http://www.rcs.edu).

All medications must be in their original containers and must be checked in and out of the campus office.

Medication

Dosage_________________________ Time to be given________________________

Duration dates

Instructions

Possible side effects

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**A. Prescribed Medicine**

*I request that RCS administer the above medication to this student according to the physician’s instructions.*

Physician’s signature________________________ Date________________

Parent’s signature________________________ Date________________

**B. Over-the-Counter Medicine**

*I request that RCS administer the above medication to this student.*

Parent’s signature________________________ Date________________

RCS Representative receiving/releasing of medication________________________ Initial________________

Use reverse side of page for medications that need to be received/released more than once.

DATE________ Received/Released________ Parent’s signature________ RCS Staff initials________

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