



Douglas County School District #15  
Days Creek Charter School

Dear Parents and Guardians,

It is imperative that we have an Authorization for Medication Administration form on file for students that are taking daily medication or may need to take medication in case of headache, ear ache, poison oak, etc.

We keep very few medications in the office. We keep Extra Strength Acetaminophen (500 mg) labeled for 12 years and older, Junior Acetaminophen (160 mg) labeled for ages 6-11, Calamine Lotion and Triple Antibiotic Ointment. If we are able to give these medications to your student, please note that on the **Authorization for Medication Administration** form and the reasons for administration. If there is no form or the medication is not on the form we may not administer it.

Please understand that if your student needs any other medications during the school year, you will need to bring them in and add them to the form. **Medications must be brought to the school office by a responsible adult with the original or prescription label and your student's name on the container.** All medications, prescription and over the counter must be kept in the office. If your student is authorized by a physician to carry an Epi-pen, Inhaler or Prescription medication please be sure that information is on the prescription label or there is a note from your physician. Students may not carry any other medications with them.

We have included the table for listing medications with some examples. Thank you for your cooperation!

Name of Medication	Staff or Student to Administer	Dose	Route	Time(s) to be administered	Expiration Date	Reasons
ES Tylenol	Student	1000	Oral	When needed	7/2021	Headache, Toothache, muscle aches, cramps, fever
Calamine Lotion	Student		Topical	When needed	7/2021	Poison oak, bug bites
Triple antibiotic ointment	Student		Topical	When needed	7/2021	Cuts & Scrapes
Amoxicillin (prescription)	Student	2 TBS	Oral	2 pm	2/15/15	Ear infection
Benadryl	Student	25 mg	Oral	1:30 pm	3/16/17	Allergies

These are a few examples of medications a student might take. If you would like your student to take Motrin (Ibuprofen) instead of Tylenol (Acetaminophen) Please bring that medication to school. All medications will be kept in a locked closet only accessible to trained staff.

Sincerely,

Cheryl Arp