



**SOUTHWEST COOK COUNTY COOPERATIVE ASSOCIATION FOR SPECIAL EDUCATION  
(SWCCCASE)**

**MEDICATION – PARENT GUIDELINES**

**The following procedural guidelines will state parental responsibilities and requirements for Cooperative students who require medication administration during the regular school day or school-related activity.**

- 1. Medication Authorization form must be completed and signed by both parent and physician for any medications to be administered at school. This includes:**
  - a. Long-term prescribed medications**
  - b. Short-term prescribed medications**
  - c. Over-the-counter medications**
  - d. PRN (as necessary) medications.**

**An updated Medication Authorization form is required any time there is a change in medication, dosage, or time of administration. In the case of long-term medication administration, authorization must be renewed annually.**

- 2. Medication should be brought to school by parent or pursuant to alternate arrangements made between the parent and school officials.**
- 3. All prescriptions must be in proper pharmacist-labeled containers.**
- 4. Over-the-counter medications must bear original label.**
- 5. Without proper authorization, children will not be allowed to take their own medication(s) in their possession during school hours.**
- 6. Children will not be allowed to take their own medication, unless specific written procedures for doing so have been authorized in writing by the parent and the student's physician on a SWCCCASE or District Medication Authorization Form, and the medication is taken pursuant to these procedures.**

**The above procedural guidelines have been established to ensure safe and effective medication administration practices.**

