

## PARENT INFORMATION

### MEDICATION ADMINISTRATION BY SCHOOL PERSONNEL FOR OFF-CAMPUS ACTIVITIES

In order to protect the health and safety of the students in Katy ISD, the following medication administration guidelines are to be followed when a student needs to receive medication beyond the normal school day or on overnight trips. School district personnel will be trained to administer the medication to students. The three forms listed below can be used depending on the student's medical need:

1. Parent/Physician Authorization for Self-Administration of Asthma or Anaphylaxis Medication by a Student or Parent Authorization for Independent Treatment and Monitoring of Diabetes  
These forms can be used for students with asthma, anaphylaxis, and diabetes who can self-administer. This form must be signed by a parent/guardian and physician and is kept for the school year. A copy of this form will be kept with the school nurse and activity sponsor. Additional information may be found on the Health Services Web page [http://www.katyisd.org/curriculum/health\\_services.htm](http://www.katyisd.org/curriculum/health_services.htm)
2. Administrative Regulation for Administration of Medication at School for more than 15 days  
This form is to be used when medication is necessary to be given during an off-campus activity for the entire school year. This form must be signed by parent/guardian and physician. This medication should be brought to the activity sponsor.
3. Student Medication Administration during Off Campus Activities  
This form is used for medication that is to be administered during one off-campus activity or trip. This form can be signed by the parent/guardian and expires at the end of the designated activity/trip. A new form must be filled out for any other activity/trip.

Katy ISD Administrative Regulations must be strictly followed any time medicine is administered to a student. All medication and appropriate required forms must be turned into the activity sponsor prior to the school related activity or trip.

In the event no medication is provided and the student requires medical attention, the parent will be notified and the student will be taken to a medical facility for treatment.