



## Permission to Dispense Medication

**Client Name:** \_\_\_\_\_

**Medications Administered:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Medication Distribution Guidelines

The following guidelines must be followed in order for WMLC to dispense medication (prescription or over the counter) to any client.

- 1) The following must be brought to WMLC office prior to the program the medication is needed for, by the parent or guardian. Medication may not be given to staff at programs, or sent with the client.
- 2) Medication must be brought to the office in the original prescription bottle.
- 3) Parent or guardian must complete "Permission to Dispense Medication" form. A qualified WMLC staff will dispense the medication and complete the "Medication Distribution Log".
- 4) Permission to dispense medication must be completed each calendar year, or as medication changes.
- 5) Prescription bottles must include: Patient's name, doctor's name, pharmacy, name of medication, strength, dosage and date.
- 6) A Medication Distribution Log must be completed each time a medication is distributed. Information must include: participant's name, date given, time given, name of medication, strength, dosage and administering staffs signature.

*By signing below I authorize a qualified WMLC staff member to administer prescription/non-prescription medication to my child. I understand that all over the counter (OTC) medication must be provided by the parent/guardian in a sealed container with specific written explanations of when and how much OTC medication to administer.*

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Parent/Guardian Signature

Date