

Germantown Municipal Schools District
Medication Administration Record (MAR)
Reminders for Medical Records Clerks and Trained Back Up Personnel

According to the Guidelines developed by the Tennessee State Departments of Education and Health, and Germantown Municipal School District. Medication Training Guidelines the information on the Prescription label of a medication we are assisting a child to self administer must match the heading on the MAR form.

Side 1: MAR

The information on the pharmacy label must be copied as written in the heading of the MAR by trained school personnel.

The appropriate school personnel must complete the heading on the MAR sheet. It is the responsibility of the Medical Records Clerk and currently trained Back Up personnel to complete the heading. The Parent is not to write on side 1 of the MAR form and the form may not be sent home.

Notify the school nurse or the Office of Coordinated School Health if the information on the pharmacy label is unclear or incomplete. If the label does not provide all of the information listed below, the heading on the MAR will be incomplete.

- Student name
- Name of medication
- Specific dose (amount to be taken)
- How it is to be taken
- Time medication is to taken

Side 2: Parent Authorization Form

According to Germantown Municipal Medication Policy and Medication Training Guidelines a parent or an adult must bring a child's prescription and/or non-prescription medication to school and complete the required authorization before any medication is given. Students cannot transport any medication.

The Parent Authorization Form May Not Be Copied or Sent Home either as a stand-alone document or with the MAR.

Important to remember:

- Call the Office of Coordinated School Health for assistance or guidance in special situations.
- Document medication administration when the medication is taken.
- Do not use felt tip pens
- Write only in blue or black ink
- Document the medication as taken with your initials and the time
- Be sure to sign the MAR form with your signature and initials for identification