

Medication Form

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Create New Medication Forms | Delete a Medication Form | Mark a Medication Form as Inactive

Classic Path: System Administration > Health > Medication Form

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The Medication Form tool allows districts to define the physical forms of medications given to students. Because medication can come in several different forms, this area allows a district to define what form the medication was provided in. This information is recorded by health staff and can be viewed from a student's Medication tool.

Medication Form	
🗈 Save 🕂 New 😣 Delete	
Health Medication Form Editor	
Name	
Caplet	× 1
Capsule	
Cream	
Drops	
Gel	
Inhalant/Spray	
Injectable	=
Lotion	
Metered Dose Inhaler (MDI)	
Nebulizer	
Ointment	
Oral Solution	
Patch	
Powder	
Suppository	-
Medication Form Detail	
*Medication Form Name	
Caplet	
A ctive	
Cive Active	
Medication Form Tool	

Create New Medication Forms

- 1. Select the **New** button. The **Medication Form Detail** field will appear below the **Health Medication Form** Editor.
- 2. Enter the **Medication Form Name**. All forms of a medication should be entered. It is possible a medication may come in liquid, caplet or capsule.
- 3. Mark the Medication as **Active**, so it can be entered on the student's tool.
- 4. Select the **Save** button when finished. The new medication form will appear within the Health Medication Form Editor.

Delete a Medication Form



- Select the Medication Name from the Health Medication Name Editor. The Medication Name Detail editor will appear below the Health Medication Name Editor.
- 2. Select the **Delete** button.
- 3. A prompt will appear asking to confirm deletion of the medication form. Select **OK**. The medication form will be deleted.

If a medication form has been recorded for a student, the record cannot be deleted. Instead, mark the medication option as Inactive.

Mark a Medication Form as Inactive

- 1. Select the **New** button. The **Medication Form Detail** editor will appear below the **Health Medication Form** Editor.
- 2. Unmark the Medication Form as **Active**.
- 3. Select the **Save** button when finished. The medication form will still be in the list of medication forms for possible re-activation at a later time, but will appear not bolded and at the end of the list of active medication forms.

A medication form assigned to a student that is now marked Inactive will not remove the medication record from the Medications tab.

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