

Medication Form

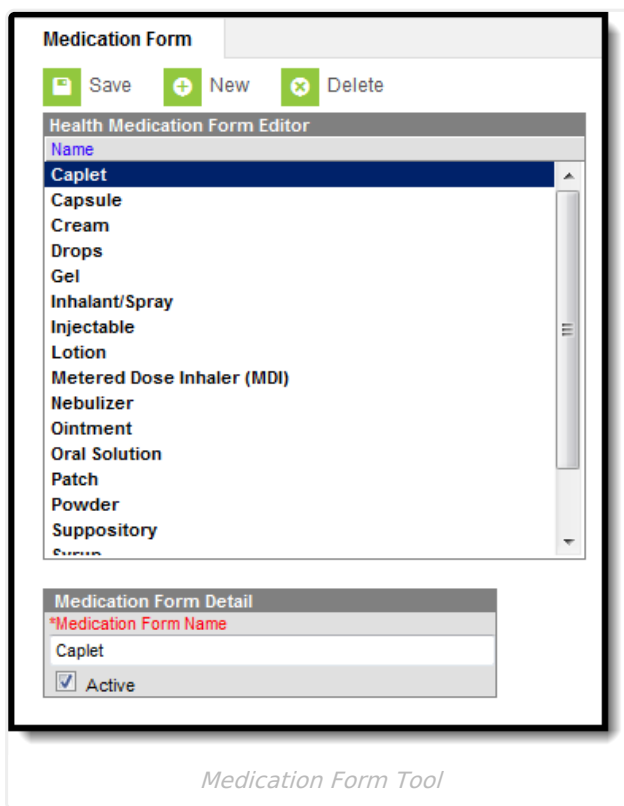
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The Medication Form tool allows districts to define the physical forms of medications given to students. Because medication can come in several different forms, this area allows a district to define what form the medication was provided in. This information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



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

1. 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.

