

PowerSchool Over the Counter Medication Authorization Set-up

On a computer log into your PowerSchool account at: <https://ps.csdmail.com/public/>
If you do not have a PowerSchool account created you may contact the school office for set up information.

On the home screen under the navigation, select the Medications icon  on the bottom.

Select the Authorize OTC Medication Tab at the top of the page.

Dose History | Authorize OTC Meds

Authorized Medications

Dose History | Authorize OTC Meds

New Medication Authorization

Field	Value
Medication Name	Acetaminophen *
Notes	
Dose	
Route	Oral
Start Date	MM/DD/YYYY <small>Use School Year Start & End Dates</small>
End Date	MM/DD/YYYY

Submit

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Schedule
- School Information
- Account Preferences
- Medications**

Under New Medication Authorization select:

Dose History | Authorize OTC Meds

New Medication Authorization

Field	Value
Medication Name	Acetaminophen *
Notes	
Dose	500 mg
Route	Oral
Start Date	5/7/2018 <small>Use School Year Start & End Dates</small>
End Date	6/6/2020

Submit

Medication Name/Type - Example: Ibuprofen, Tums, Acetaminophen

Notes - Any notes you would like associated with the administering of the over the counter medication.

Dose to be administered - Example: 200 mg or as directed on medication

Type of Administering - Oral, Topical, ect.

Start Date - Calendar date to start authorization.

End Date - Calendar date to end authorization. You can authorize for multiple years.

Submit New Medication Authorization:

Select the Submit bottom at the bottom of the New Medication Authorization Tab.

Submit

Dose History | Authorize OTC Meds

New Medication Authorization

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