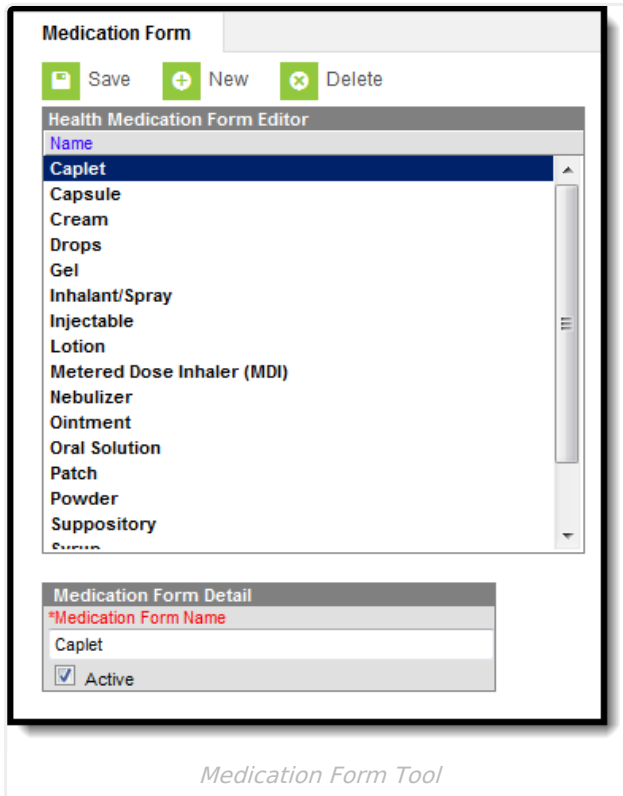


# Medication Form

Last Modified on 05/07/2025 1:10 pm CDT

Tool Search: Medication Form

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 Tool*

See the [Health Administration Tool Rights](#) article for information about rights needed to use this 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

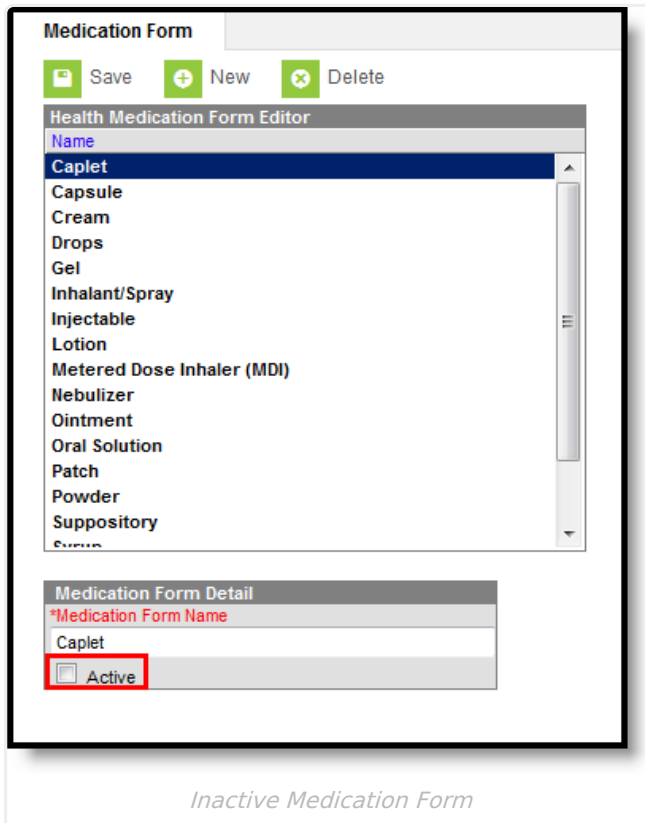
1. Select the Medication Name from the **Health Medication Name Editor**. The **Medication Name Detail** editor will appear below the **Health Medication Name** Editor.
2. Select the **Delete** button.
3. A prompt will appear asking to confirm deletion of the medication form. Select **OK**. The medication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



The screenshot shows the 'Medication Form' editor window. At the top, there are buttons for 'Save', 'New', and 'Delete'. Below these is the 'Health Medication Form Editor' section, which contains a list of medication types: Name, Caplet, Capsule, Cream, Drops, Gel, Inhalant/Spray, Injectable, Lotion, Metered Dose Inhaler (MDI), Nebulizer, Ointment, Oral Solution, Patch, Powder, Suppository, and Syringe. The 'Caplet' option is selected. Below this is the 'Medication Form Detail' section, which includes a field for '\*Medication Form Name' with 'Caplet' entered. At the bottom of this section, there is a checkbox labeled 'Active' which is currently unchecked. A red box highlights the 'Active' checkbox. Below the editor window, the text 'Inactive Medication Form' is displayed.

