



The taking of medication during school hours is discouraged. Ideally, all medications should be given at home. If a student is to receive medication for a period of time, arrangements should be made to have it administered either before or after school hours whenever possible.

However, we understand that certain students with chronic disabilities or illnesses may require medication if they are to remain in school. To facilitate that end, students should have medication available and administered in a manner compliant with School Health Services policy as follows:

1. No medication (prescription or over-the-counter, even Tylenol or cough drops) will be administered in school or during school-sponsored activities without a written physician's order and parent/guardian authorization completed on the PARENT'S REQUEST TO ADMINISTER MEDICATION AT SCHOOL AND PHYSICIAN'S ORDER FORM.
2. The parent/guardian is responsible for obtaining the physician's order. The medication assistant or school nurse will ensure that all items on the form are completed. The attached medication form/physician's order is preferred.

A physician must sign the order form. Stamps will not be accepted unless co-signed by a registered nurse.

Lower Schools
710 Ridgely Ave.
Annapolis, MD 21401
410.846.3504

61 Gambrills Rd.
Severn, MD 21144
410.846.3505

Middle School
716 Bestgate Rd.
Annapolis, MD 21401
410.846.3506

Upper School
109 Burns Crossing Rd.
Severn, MD 21144
410.846.3507

Central Office
109 Burns Crossing Rd.
Severn, MD 21144
410.519.5300

- Information necessary:
- student name
 - dates of medication ordered
 - medication name
 - dosage/strength of medication
 - time/frequency delivered
 - reason for medication/diagnosis
 - length of time medication to be administered
 - side effects
 - physician's signature
 - the expiration date of the order

NOTE: PRN (PRN MEANS "as needed") MEDICATIONS SHOULD HAVE THE FREQUENCY CLEARLY INDICATED.

3. Occasionally, students may need to carry medication such as inhalers, epi-pen, insulin, or emergency kits. A written physician's order must be on file for any student who carries medication (on their person) throughout the school day. The order must specifically state that the student may carry the medication.

Note: It is against school policy for students to carry any type of medication on their person.

4. The medication must be hand-delivered to the school by the parent/guardian or, under special circumstances, an adult designated by the parent. Students should not transport medications to or from school.
5. All medication must be in its original container, properly labeled, and consistent with the physician's order. All prescription medication must be in a container labeled by the pharmacist/physician. All nonprescription/over-the-counter medication must be in the original sealed container that does not obscure the label. All physician samples must be appropriately labeled by the physician or parent/guardian.
6. The first dosage of any new medication (prescription or over-the-counter) must be given at home by a parent/guardian. This is to observe and rule out any possible allergic reactions or side effects. Exception: Epipen use.
7. The parent/guardian is responsible for submitting a new physician's order form to the school each time there is a change of dosage or time of administration. The parent provides medication for the duration of the prescription. Medication will not be kept beyond the current school year.
8. All medication kept in the school will be stored in a locked area accessible only to authorized personnel.
9. The parent/guardian must personally collect any unused portion of the medication. Medication not claimed after one week of the physician's order date will be destroyed.
10. Each student's confidentiality will be maintained by school staff. At times, school personnel outside of the health services program may need to be made aware by health services staff that a student is receiving medication in order to monitor effectiveness, side effects, adverse reactions, etc.
11. AACPS does not assume responsibility for medication not prescribed by a physician or medication administered by the student himself/herself.
12. In no case may any school staff member administer any medication, even Tylenol, outside the framework of the procedures outlined above.
13. Medications should be administered to students on field trips only when absolutely necessary. One week prior to the field trip, a completed parent request to administer medication and a physician's order form must be on file at the school. Only medications deemed absolutely necessary will be sent with the classroom teacher on field trips, i.e., inhalers, Epi-pens, insulin, and standing Ritalin/Adderall orders.
14. This board-approved procedure is in accordance with the Anne Arundel County School Health Services, the Maryland Department of Education, and the Department of Health and Mental Hygiene, "Guidelines for Medication Administration in Schools." For questions, please contact the school office.