



NEW HANOVER COUNTY
HEALTH DEPARTMENT
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MEDICATION AT SCHOOL: A GUIDE FOR PARENTS

Dear Parent,

Our school system has a written policy to assure the safe administration of medication to students during the school day. After consultation with your child's physician, medication that cannot be administered outside of school hours may be administered by school personnel or the school nurse.

- ❖ In order for medication to be administered at school the following must be completed:
 - Your child's physician must complete a *Physician's Authorization for Medication at School* form. **Parent signature is also required.** This form is valid for the current school year only.
 - The medication must be in the original pharmacy container with a pharmacy label with your child's name, medication name, dosage, date of prescription, and directions for use. All medication/refills brought to the school must be in the original pharmacy container.
 - The parent/guardian must bring in and pick up all medication. **Students are not allowed to transport medication.**
 - Medication will be counted in your presence by school staff and you will be asked to sign the *Medication Check-in Log*.
 - **Short-term medication (2 weeks or less)** may be administered at school without a signed *Physician's Authorization for Medication at School* form. The medication must be in the original pharmacy bottle with a pharmacy label. **A parent note is required** which must state your child's name, time medication to be administered at school, and any possible side effects.
- ❖ The *Over-the-Counter Parental Permission Form* lists the over-the-counter medications that may be administered at school, and must be completed and signed by the parent/guardian. Over-the-counter medication must be in the manufacturer's original unopened container.
- ❖ **At the end of each school year the parent/guardian needs to pick up their child's medication by the last day of school or it will be discarded, unless other arrangements are made by the parent/guardian and the school.**
- ❖ A copy of the Administration of Medication Policy/Procedure is available for your review at your school.

If you have questions about medication given at school, please contact your principal or your school nurse at

School Health Nurse

Principal

"Healthy People, Safe Environment, Strong Community"