



Monongalia County Schools
School Health and Homebound Services
1751 Earl L Core Road
Morgantown, WV 26505
Phone: (304) 291-9210
Fax: (304) 292-9242

Medication Administration at School

In order to make administration of medications safe for staff and students, we ask that you adhere to the following guidelines:

1. Administration of medication is foremost the responsibility of the parent or guardian. All medications that can be given outside the school hours without serious effects must be given before and after school. Example, medication (i.e. antibiotics) that is to be given three times a day can be given at breakfast, after school, and at bed time unless otherwise indicated by a licensed prescriber.
2. If a dose of medication must be given during school hours, it can be administered at school as long as the following is in order:
 - a. Signed medication form by parent.
 - b. Signed medication form or prescription note by the licensed prescriber.
 - c. Medication forms can be found on the MCS web page under Health then Back to School Forms.
 - d. **ALL MEDICATION** must be in the original container/bottle and labeled with the child's name (no medication in baggies, boxes, etc.).
 - e. The first dose of a new medication must have been given by the parent/guardian at home in case of allergic reaction by child.

Medication form link:

<https://boe.mono.k12.wv.us/userfiles/8/my%20files/medication%20form.pdf?id=5000>

3. If any of the above medication guidelines in paragraph 2 regarding administration of medication during school hours has not been met, no medication will be administered to the student by school staff. These guidelines are directed by Monongalia County Schools Medication Policy and administration of any medication will become the responsibility of the parent until all the guidelines have been complied with.
4. Only send in enough medication to complete the required dosing administered at school (30 day supply is the limit). **AT NO TIME WILL MEDICATIONS WILL BE SENT HOME WITH THE STUDENT. IT WILL BE THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO PICK UP ALL REMAINING PRESCRIPTION MEDICATION(S) AND/OR NON-PRESCRIPTION MEDICATION(S) FROM THE SCHOOL.**

If you have questions about medication administration at school, please contact your School Nurse.