

ADMINISTRATION OF MEDICATIONS AT SCHOOL

Generally, children do not need to take medication during the school day. However, when your doctor prescribes a prescription or over-the-counter medication that must be taken at school, the following steps **MUST BE** followed for the safety of your child and the other children in school (this policy is based on State Health department rules/regulations).

All medication given at school must have a medication request form signed by both a parent/guardian and a physician. It must provide information stating the name of the medication, the dosage, when the medication needs to be taken, and why the medication is being given. The medication request forms are available at school and may be downloaded from the school's website. Remember that this policy **NOT ONLY** applies to prescription medication but to **ALL OVER-THE-COUNTER MEDICATIONS** such as Tylenol, cough syrups, eye drops, ointments, etc. Herbals and homeopathic remedies may not be administered at school. Medication must be provided by the parent in a pharmacy-labeled bottle dispensed to the student or in the original over-the-counter container. No more than a one-month supply of medication should be brought to school at one time. The expiration date must be after the end of the school year whenever possible.

All medication is kept in the school health office. Students are not allowed to keep medication with them (in their lunch box, lockers, backpacks, etc.). **EXCEPTION:** Students may carry certain medications when a physician specifically authorizes this in writing.

At the end of the school year, all unused medication not picked up will be discarded by the health aide. To save time at doctor visits, please have your physician complete and FAX a written permission for the school at the time he/she prescribes any medication that may be administered at school. If necessary, two containers (one for school and one for home) can be requested at your pharmacy.