

## ST. MARY'S COUNTY PUBLIC SCHOOLS

### Department of Student Services

#### GUIDELINES FOR PARENT(S)/LEGAL GUARDIAN(S): PRESCRIPTION & OVER THE COUNTER MEDICATION

St. Mary's County Public Schools encourages the administration of medication at home. Timing of medication doses should be adjusted to occur before or after school hours if medically appropriate. When it is medically necessary for a student to receive medication in school, cooperation between the health care provider, the school and the parent/legal guardian is essential. In order for medication to be given during school, these guidelines must be followed:

- The parent/legal guardian must obtain a [Parent\(s\)/Legal Guardian\(s\) and Physician/Prescriber Authorization-Medication Orders \(PS 109\) form](#) for each medication (prescription and over the counter) needed at school. The form must be signed by an authorized prescriber (physician, podiatrist, nurse practitioner, physician assistant or dentist) and the parent/legal guardian. A copy of the form can be obtained from your child's school or printed from the school's website.
- The parent/legal guardian must submit a new order (form PS 109) from the prescriber with any change in medication dose, time or duration of administration.
- The parent/legal guardian must give the first dose of any new medication unless the order is for "in-school" or emergency medication only.
- The parent/legal guardian must bring the completed PS 109 form to school, along with a supply of medication. Medication is not to be transported by students.
- Medication will not be accepted by the school unless each prescription medication is in the original pharmacy container that includes an original pharmacy label. Each medication that is available for purchase over-the-counter must be in the original, unopened container.
- The parent/legal guardian or adult designee must pick up unused, expired, or discontinued medication at school within one week. Medication not collected will be destroyed.

A student with emergency medication prescribed by their health care provider shall follow this guideline to ensure that individual emergency medication is available at all times. SMCPS stock medication (Epinephrine and Naloxone) is not always available during off-site activities.

A student who brings and/or takes medication of any type without following the medication regulation is entirely the responsibility of the parent/legal guardian and student, and not that of either the school or the health department.

For questions or additional information regarding medication, please contact the nurse at your child's school.