



MEDICATION GUIDELINES

Whenever possible, it is encouraged that parents/guardians administer children's medications at home. The following guidelines are for occasions when medication absolutely must be given during the school day. The only medications which students may be permitted to carry themselves are those emergency medications listed below. In these situations, the school nurse must be informed that the student has such medication, and we ask that the physician or health care provider sign below, indicating that the student has been determined to be able to carry and self-administer these medications:

- Epi-Pens for anaphylaxis
- Asthma inhalers
- Insulin and glucose meters for type I diabetes
- Diastat for seizures

Short-Term Prescription Medicine (to be given for ten days or less) must be accompanied by:

1. A written note from the parent/guardian specifying times, dates, and dosage to be given.
2. The medication, in the original pharmacy container, labeled with the child's name and instructions from the health care provider.

Long-Term Prescription Medicine (to be given more than ten days) must be accompanied by:

1. A health care provider's order on a prescription pad OR their signature on the form below.
2. A written note from the parent/guardian specifying dates, times, and dosage to be given OR indicated on the form below.
3. The medication, in the original pharmacy container, labeled with the child's name and instructions from the health care provider.

Non-Prescription (Over-the-Counter) Medicine may be supplied by the parent/guardian and given on an as-needed basis at school. This must be accompanied by the following:

1. A written note from the parent/guardian specifying times, dates, and dosage to be given OR indicated on the form below.
2. Medication must be in the original packaging, with the child's name written on the package.

Medication not picked up by a parent or guardian by the end of the school year will be sent for disposal. All medications/treatments should be brought to and from school by a parent/guardian or another adult designated in writing by the parent/guardian. Medications may not be carried by students on school buses other than those emergency medications approved for self-carrying. Students who are found to be transporting medications to/from school may be subject to discipline as deemed appropriate by school administration. Parents or guardians of high school students who cannot bring in their child's medication must notify the school that the student will be transporting his/her medication prior to the student doing so. The student must take medication to the school nurse or principal immediately upon arrival to school. A parent or guardian's failure to notify the school will not mitigate a student's discipline for carrying medication without notification.

REQUEST TO GIVE MEDICATION AT SCHOOL

Student Name _____

Name of Medication	Dosage	Time	Dates to be given
_____	_____	_____	_____
_____	_____	_____	_____

Parent/Guardian Signature _____ Date _____

Health Care Provider Signature _____ Date _____
(only required for long-term prescription medication)