

MCHS Health Office

Last updated: 02/16/2023

Student Medication

IMPORTANT! Any medication brought onto school grounds must be approved by Health Office staff (email [Health Technician](#) or call 707-890-3820 ext. 54134). Please read the following guidelines ([California Code of Regulations, Title 5, Article 4.1](#) and [California Code, Education Code - EDC § 49423](#)).

5 Reasons to Notify the School About Your Student's Medication

1. **State Regulations.** Medication use and administration at school must comply with State regulations. Any medication brought onto school grounds must be approved by Health Office staff. Please read the following guidelines ([California Code of Regulations, Title 5, Article 4.1](#) and [California Code, Education Code - EDC § 49423](#)).
2. **School Care and Support.** We want to understand and support your child's health needs so we can respond appropriately, if there are medication side effects, such as frequent toileting, increased thirst, or drowsiness. Accommodations can be made to assist your student, such as more time for bathroom use, unrestricted access to the Health Office bathroom, and carrying emergency medications (e.g., inhalers and Epi-Pens).
3. **Emergency Response Success.** If there is an emergency or accident involving your child at school, you want EMS personnel to know what medications your child is taking, so they can properly respond, which may include EMS personnel administering emergency medications.
4. **Allergic Reactions.** You want your child to be properly cared for, if your child eats or drinks something that reacts with the medication. Students sometimes share with each other food and drinks without realizing that there may be allergies to substances or reactions to medications.
5. **New Medication Side Effects.** You want your child to be properly cared for, if your child is taking a new medication at home or school, and starts to experience side effects.

3 Steps by Parent/Legal Guardian for Student Medication

IMPORTANT! Any medication brought onto school grounds must be approved by Health Office staff (email [Health Technician](#) or call 707-890-3820 ext. 54134). Please read the following guidelines ([California Code of Regulations, Title 5, Article 4.1](#) and [California Code, Education Code - EDC § 49423](#)).

Student Medication at Home

1. Sign into the [Aeries Parent Portal](#)
2. Select Student Data and Medical History
3. Add a Medical History entry for each medication your student is taking at home

Student Medication Used at School

1. Download and print the [Medication Authorization Form](#) for each medication your student will use at school.
2. Request your physician to complete and sign the [Medication Authorization Form](#) for each medication your student will use at school.
3. Sign the [Medication Authorization Form](#) and bring it to the Health Office with the medication in its original container.

Medication Policy

IMPORTANT! Any medication brought onto school grounds must be approved by Health Office staff (email [Health Technician](#) or call 707-890-3820 ext. 54134). Please read the following guidelines ([California Code of Regulations, Title 5, Article 4.1](#) and [California Code, Education Code - EDC § 49423](#)).

A. General Policy

1. No student shall be given medication during school hours except upon request from a licensed physician/healthcare provider who has responsibility for the medical management of the student. All such requests must be signed by the parent/guardian through the submission of a [Medication Authorization Form](#).
2. A new [Medication Authorization Form](#) is required **each school year** for **each prescription**.
3. If your child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, give a written note to the school nurse or other designated school employee at the beginning of each school year. You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it (*Education [EC] Code Section 49480*).

B. Responsibility of the Parent/Guardian

1. Parents/guardians shall be encouraged to cooperate with the physician to develop a schedule so the necessity for taking medication at school will be minimized or eliminated.
2. Parents/Guardians will assume full responsibility for the supply and transportation of all medications.
3. Parents/Guardians may administer medication to their child on a scheduled basis arranged with the school. Students are only allowed to carry emergency medication as approved by their physicians (i.e., inhaler).
4. Parents/Guardians may pick up unused medications from the school office during and at the close of the school year. Medication remaining after the last day of school will be discarded in the sharps container.

C. Responsibility of the Physician and Parent/Guardian

1. A [Medication Authorization Form](#) for the prescribed medication must be completed by the pupil's physician, signed by the parent/guardian, and filed with the school Health Office.
2. The medication must be in its original container clearly labeled by the physician or pharmacy with the following information:
 - a. Student's name
 - b. Physician's name
 - c. Name of medication
 - d. Directions for use
3. Each medication is to be in a separate pharmacy container.
4. Over-the-counter medication must be in a new sealed container.

D. Responsibility of School Personnel

1. The school administrator will designate office staff that will be trained to administer medications.
2. Students will be assisted by office staff with taking medications according to physician's instructions.

Medication Disciplines

IMPORTANT! Any medication brought onto school grounds must be approved by Health Office staff (email [Health Technician](#) or call 707-890-3820 ext. 54134). Please read the following guidelines ([California Code of Regulations, Title 5, Article 4.1](#) and [California Code, Education Code - EDC § 49423](#)).

- No medications (prescription or over the counter) will be used by students, accepted or administered at school without the required [Medication Authorization Form](#) for the current school year on file in the Health Office. Medications cannot just be brought to school and kept in lockers, backpacks, purses, or pockets.
- If a student is found in possession of any unauthorized prescription or over-the-counter medication, this could lead to a school suspension.
- Students may only self-carry and self-administer essential/emergency medications such as inhalers and Epi-Pens, *if* both a physician and parent have completed and signed the [Medication Authorization Form](#) for the current school year and it is on file in the Health Office.
- **Important!** A new [Medication Authorization Form](#) for each student medication must be completed and submitted for each new school year.

Medication FAQs

IMPORTANT! Any medication brought onto school grounds must be approved by Health Office staff (email [Health Technician](#) or call 707-890-3820 ext. 54134). Please read the following guidelines ([California Code of Regulations, Title 5, Article 4.1](#) and [California Code, Education Code - EDC § 49423](#)).

- **How do I arrange for my student to take medication at school?**
 - A physician and a parent/guardian must complete and sign the [Medication Authorization Form](#) and submit it to the Health Office with the medication in its original container. If the student has not been authorized to self-carry and self-administer the medication, the medication will be kept locked in the Health Office and dispensed under supervision.
- **How should I submit student medication to the Health Office?**
 - All medication must be furnished to the Health Office in the original container with the corresponding [Medication Authorization Form](#).
- **How is student medication secured and controlled in the Health Office?**
 - The medication will be kept locked in the Health Office and dispensed under supervision according to the instructions for administration in the [Medication Authorization Form](#).
- **Can my student bring and carry prescription or over-the-counter medications at school?**
 - No medications (prescription or over the counter) will be used by students, accepted or administered at school without the required [Medication Authorization](#)

[Form](#) for the *current school year* on file in the Health Office. Medications cannot be brought to school and kept in lockers, backpacks, purses, or pockets.

- Students may only self-carry and self-administer inhalers and Epi-Pens, *if* both a physician and parent/guardian have signed the [Medication Authorization Form](#) for the *current school year* and it is on file in the Health Office.

- **Can I bring and administer medication to my student at school?**

- Yes. A parent/guardian is permitted to bring student medications to the school Health Office and administer them to their enrolled student in the Health Office without a [Medication Authorization Form](#) on file in the Health Office.