



Administration of Medication to Students by School Personnel

Every effort should be made *to administer your child's medication at home* since distribution at school causes a disruption in the student's educational school day. If your child's physician recommends the administration of medication during the school day, please complete all required medical forms that apply to your child. Turn the form into your student's school office.

- Medication **will not** be administered in school or during school-sponsored activities without a current year medication request and release form filled out properly and signed by the legal parent or guardian on file.
- Prescription medication must be ordered or advised by a licensed physician/dentist. **First dose of any medication must be given at home.**
- **Prescription medication** must be brought to school in the current original container with pharmacy label intact. The label **MUST** have the student's name, name of medication, dosage and time to be given. If the medication is not properly labeled, if the label is altered in anyway or does not match the Administration of Medication to Student form it **will not** be given. We will NOT accept any expired medication. **Parents/guardians may ask the pharmacist for a separate container labeled just for the school time dose.
- **Over-the-counter medications must have a Doctor's Prescriptive order to administer while at school.** The OTC bottle must be in an **unopened** original container. Student's name must be written on the box/bottle, the dosage and frequency to be given must be consistent with the age appropriate label instruction.
 - ✚ Medication **cannot** and **will not** be allowed to share from the same bottle
 - ✚ Medication **cannot** and **will not** be accepted in baggies or envelopes
 - ✚ Each student **must** have their own medication form completed
 - ✚ Cough drops **will only** be kept for **2 weeks**, if not picked up, they will be destroyed
- **For student's safety**, the parent/ guardian must bring the medication to the school and give directly to the Health Services Staff. The student **cannot** bring medication to school.
- The school **cannot** and **will not** send medication home with the students.
- At the end of the school year, **any medication** remaining must be picked up by the parent/guardian, on or before the last day of school or, the medication **will be destroyed**.
- The parent/guardian agrees to provide **medication** and any **supplies connected** with administering medication at their own expense.
- The parent/guardian will promptly notify the school of any changes in the administration of medication and will provide the school with a **new prescription bottle** and complete a **new Parent/Guardian Request for Student Medication Administration**. Written or verbal changes to medications from parent/guardian **cannot** be accepted.

By signing the Parent/Guardian Request for Student Medication Administration Form, the parent/guardian with legal custody understands that under state law; MPS Board of Education, MPS District, or employees of the District shall not be liable to the student or the student's parents/guardian for civil damages for any personal injuries to the student which results from acts of omissions and/or adverse effects of the medication.

