

## Medication at School Summary

Dear Parent/Guardian:

If your child needs to take medication during the school day, please be aware of the following:

- Any medication should be taken at home if at all possible.
- Medications needing to be given at school must be brought to and from school by a parent/guardian.
- Medications must be in their original container.
- Medications (prescription and over-the-counter) must be accompanied by written, signed instructions from a **physician and signed/authorized by a parent/guardian**. These forms must be renewed at the beginning of each school year.
- Over-the-counter medications must be brought to the school in a new unopened container.
- Physician-written orders must match prescription instructions on the container's label.
  - Tablets must be sized for proper dosage (e.g. cut in half, etc) prior to bringing medication to school.
  - Students must provide their own measuring cup or spoon if indicated.
  - Medications will be kept in the clinic/office area for the student to take with supervision or by the administration of trained staff.
- Parent/guardian may request permission for a student to carry and self-administer their own emergency medications if written permission is presented from the physician and parent/guardian. A contract for self-administration/possession of emergency medication form must be filled out and signed by the student and parent on a yearly basis.
  - Over the counter medications may be self carried and self administered at the **High School level ONLY**. A physician's written order and contract for self-administration/possession must be filled out yearly and turned into the office. Failure to do so will result in the medication being confiscated by school personnel until proper paperwork is obtained.
- It is the responsibility of the student to report to the office at the time the medication is to be taken unless prevented by a disability or other reason.
- Refill of the prescription is the responsibility of the parent/guardian.
- Expired medications will not be administered.
- Medications will be discarded if not picked up on or before the last day of school or date determined by school building.

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