



## Medication Policy

Parents/guardians should complete the online registration and medical history review for their student prior to the start of each school year. Physician order forms, along with student specific health care plans will be kept on file in the Nurse's Office. All medical paperwork must be updated at the start of each school year.

- Medications (both prescription and over-the-counter with the exception of hand lotion and chapstick) will only be dispensed to students if a signed Physician's order form is on file with the School Nurse for each medication at the start of **each school year**.
- [Physician's Order forms](#) must be signed by the student's medical provider, and by the parent/guardian.
- Medications and necessary forms must be turned in by a parent/guardian only. They may not be turned in by a student.
- Medications will be administered in the nurse's office by the school nurse or school personnel that have been trained to administer medications.
- Scheduled medications will be administered between 8:40 am - 2:45 pm. No medications other than emergency medications will be given outside these times.
- On early release days, only medications normally administered before 12pm will be given.
- If there are changes to the medication(s), dosage(s) and/or medication directions during the school year, a new Physician's Order Form must be completed.
- **Self-carry:** If the physician and parents agree, certain medications (asthma inhaler, EpiPen, etc) can be carried by the student. In this case, the physician will need to complete the **Self-carry section of the order form**. Additionally, the students must demonstrate the ability to use the medication correctly.
- **Field Trips:** If a student is attending a field trip that extends outside the scope of the typical school day and the student requires medication(s) that would otherwise be given at home, a [Field Trip Medication Form](#), and the medication must be turned in to the school nurse by a parent/guardian **no less than 48 hours** prior to the field trip. Medications brought the morning of the trip will not be accepted by the teachers.
- **At the end of the school year:** Medications will need to be picked up by a parent/guardian by close of school on the last day of the current school year. They cannot be sent home with students or stored over the summer. If medications are not picked up by the last day of school, they will be properly disposed of.