

PARENT INSTRUCTIONS FOR STUDENTS TAKING MEDICATIONS AT SCHOOL

1. Medication should be taken at home if at all possible. Medications not required during school hours may be declined for administration at school.
2. Medications that a child has never taken before must be started at home before requesting the school to administer them.
3. Medications needing to be given at school are to be brought to and from school by a parent/guardian.
4. All medications (prescription or non) must be in their original container with a current unaltered label. The medication must be unexpired and prescription labels must be dated within the past 12 months.
5. Tablets must be sized for proper dosage (e.g. cut in half, etc.) prior to bringing them to school.
6. Parents should provide the dosing utensils (e.g. cup/spoon) where needed.
7. Limit amount of prescription medication brought to school to the amount needed for 2 weeks or less. Limit the amount of non-prescription medication to 10 doses or less. Please do not bring large quantity sizes.
8. Medication authorization forms must be completed and signed by the parent/guardian before medication is given. Forms are available online and at the school office.
9. Students who carry and self-administer inhalers or EpiPens require physician approval and signature on specific BPS forms, which are also available online and at the school office.
10. Medications will be kept in a secured office area and will be administered by designated trained staff or a school nurse. Emergency medications will be stored in the office area and/or other locations allowed by the student's Individual Health Plan.
11. Parents should encourage their child to report to the office on time if they receive a daily medication. School staff will call the child's classroom if they do not come on their own.
12. Timely refill of the prescription is very important and is the responsibility of the parent/guardian.
13. Expired medications will not be administered.
14. Parents are responsible for their child's medication. Parents must pick up all unused (expired or current) medication when the school requests, and/or by the last day of school.