



EVERY STUDENT. FUTURE READY. OUR PROMISE!

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Parent Notification for the Administration of Medication at School

To the Parent/Guardian:

Our school has a written policy to assure the safe administration of medication to students during the school day. If your child must have medication of any type given during school hours, including over-the-counter medicines, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate time(s).
2. Please discuss with your health care provider any alternative schedule for administering medication at home whenever possible.
3. You may obtain a “*Physician’s Authorization for Administration of Medication by School Personnel During the Regular School Day*” form from the school office or through the District’s website.
 - Take the form to your child’s doctor and have him/her complete the form stating reason for the medication, name of medication, dosage, and time the medication is to be administered, route, side effects including any special instructions or precautions.
 - This form must be completed by a prescribing authorized health care provider for both prescription and over-the-counter medications.
 - The form must be signed by a prescribing authorized health care provider and the parent/guardian.
 - Prescription medications must be brought to school in a pharmacy-labeled bottle which contains the student’s identification; instructions on how and when the medication is to be given; name and telephone number of pharmacy; and name and telephone number of the authorized health care provider written in English.
 - Over-the-counter medications must be received in the original container and will be administered according to the prescribing authorized health care provider’s written instructions.
 - All liquid medication must be supplied with an appropriate measuring device.
 - If pill splitting is required to obtain the correct dose of medication to be administered, only pills that are scored may be split, scored pills may be split in half only, and a commercial pill splitting device should be used and provided for correct splitting.
 - A separate authorization form is required for each medication.
 - **Note:** If your doctor’s office uses an electronically generated or standardized school medication form it must meet all the above requirements plus the parent must sign the parent section of the school district medication form.

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by both a prescribing authorized health care provider and parent/guardian, and the medication has been received in an appropriately labeled container. To protect the safety of your child and in fairness to those giving the medication, there will be no exceptions to this policy. Medications must be delivered to school by the parent/guardian or other responsible adult.

Students may carry rescue inhalers and other emergency medications when recommended by a prescribing authorized health care provider and parent/guardian. A “*Self-Administration of Prescribed Medication*” form must be completed.

Any prescription changes in medication, dosage, or frequency of administration, or route will require a new medication authorization form signed by both physician and parent/guardian.

At the end of the school year, medication must be picked up by the parent or designated adult. Any unused, discontinued, or outdated medication left on campus, at the conclusion of the school year, will be sent out for disposal, in accordance with state laws and local ordinances.

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