

PUPIL SERVICES

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Guidelines for Medications Dispensed at School

This notice is for your information regarding state laws and dispensing medication at school. Only when the below requirements are met will the school personnel be able to assist your child with medication at school.

1. **MEDICATION MUST NEVER BE TRANSPORTED TO OR FROM SCHOOL BY THE STUDENT.** Parent/Guardian is responsible for bringing medication to school and taking it home.
2. **ALL** medication that is to be taken at school must be accompanied by the following:
 - a. A written statement from the physician stating the name of medication, dose, date, time, route and the physician's signature. This written statement can be:
 - The **Physician Instruction for School Assisted Medication** Form
 - A physician prescription
 - Any Medication Authorization
 - b. A signed copy of Parent Request for School Assistance with Medication by parent/guardian.
 - c. A signed copy of **Parent Request for School Assistance with Medication part B** by parent/guardian, a signed **Student Contract** by student and the physician signature with the order to self administer checked on the **Physician Instruction for School Assisted Medication, ONLY** if student is ordered by physician to self-administer and carry asthma inhaler/epinephrine auto-injectors at school. (The student must be able to satisfactorily demonstrate his/her ability to properly use the medication to the doctor and health services personnel.)
3. **ALL** medications must be in the container in which it was purchased and pharmacy label must have: students name, medication name, dose, date, time, route and physicians name.
 - a. Medication cannot be sent in lunch box, baggy, envelope etc.
 - b. If medication dose calls for half of the tablet, the tablet must be pre-cut before they are brought to school in prescribed bottle.
4. **ALL** medications must be picked up at the end of the school year. If medications are not picked up by the last day of the school year, it will be disposed of.
5. **ALL** medications will be kept in the office and dispensed by office personnel. Give the school just the amount to be administered at school. Please keep all other doses at home.
 - a. The only exception to this is for limited emergency medications: asthma inhaler/epinephrine auto-injectors if ordered by physician to be carried.
6. A **NEW** "Physician Instruction for School Assisted Medication" form must be signed:
 - a. **Anytime the medication/prescription changes and or date expires**
 - b. **Every new school year**

With my signature below: I have read, understood and agree to the guidelines for medication dispersion at school and the physician's instructions for medications given at school. I agree and release the Board of Education, its officials, and its employees harmless from any and all liability for damages or injury resulting directly or indirectly from this authorization.

Student's Name

D.O.B

Signature: Parent/Guardian

Date