

Bartlett City Schools Medication Guidelines

If your child requires a medication at school, please complete the following steps:

1. Medications will only be given under exceptional circumstances if a child is required to take a prescription medication during school hours and the parent cannot be at school to administer the medication. No scheduled medications will be given if they can be given at home.
2. Parents/guardians **must bring** the medication into the clinic. Please refer to BCS Policy 6011 for information regarding bringing medications to school.
3. All prescription medication **MUST** be in the original bottle with the original label. Only 20 **doses** may be brought in at one time. This label should note the physician's name and the exact dosage needed and the exact time of administration (i.e. noon, 1 pm – NOT after lunch or before lunch)
4. Separate forms **MUST** be completed and signed for each different medication.
5. All prescription medication **MUST** be the exact dosage needed. Bartlett City Schools will **not** break pills.
6. **NO over the counter medication will be given unless a Parent Authorization Form have been filled out. The Parent Authorization Form may be obtained from the school office. The medicine must be in original packaging (box,etc).**
7. When bringing the medication to school, upon receiving the medication, the parent/guardian will be asked to complete and **sign the Medication Authorization form**. This form includes child's name, name of medication, expiration date of medication, dose of medication, purpose of medication, and time the medication will be administered. This form is giving the parent's authorization for the principal's designee (nurse) to administer the medication to their child.