



## DEPARTMENT OF SCHOOL NURSING SERVICES

800 M.S. Couts Blvd., Suite #1

Springfield, TN 37172

Phone: 615-382-3606

Fax: 615-382-2306

### Procedure for Medications at School

For Students who require medication to be given at school, the following procedure must be followed:

- The medication must be brought to school by a **responsible adult**. It **cannot** be sent to school on the bus or carried into the school by the student. Medication must be in a properly labeled prescription bottle or if it is an over-the-counter medication, it must be in a **new, unopened** bottle. Medications sent to school with a student **will not** be given and students could face disciplinary action.
- The adult bringing the medication to school should allow time to complete any necessary paperwork.
  - If the medication is prescribed by a physician, a doctor's order and permission to release information are needed. These forms are to be completed by the physician and parents.
  - If the medication is an over-the-counter medication, a parent note and OTC order form are needed.
- Medications, such as antibiotics, that are to be administered 3 times a day should be given at home on the following schedule: when the child gets up; when the child gets home from school; and when the child goes to bed.
- The parent is responsible for picking up any remaining or unused medication. If the parent does not pick up the remaining or unused medication, it will be discarded at the end of the school year.

Thank you for your assistance in helping us to maintain a safe environment where children can learn.

-Robertson County School Nursing Services