

OVER-THE-COUNTER MEDICATION POLICY

Over-the-counter medications (OCT) will be allowed at school and administered by the health office if the following conditions are met:

1. A parental authorization will be sent to school with the following information:
 - Name of the medication
 - Amount of medication to be given
 - The time the medication may be taken
 - Reason for the administration of the medication
 - A statement from parents or guardians relieving the school of any responsibility for the benefits or consequences of the medication when it is parent-prescribed and acknowledging that the school bears no responsibility for assuring that the medication is taken.
2. The health office reserves the right to limit the duration of time and over-the-counter medication is used at school.
3. Any administration of an over-the-counter medication will be documented, as are the prescription medications.
4. Over-the-counter medication must be brought in the original purchased sealed container with the child's name written on it.
5. Only the dosage and duration recommended on the packaging will be administered unless recommended otherwise by a physician's written order.
6. Administration of aspirin or aspirin containing products requires a physician's written order, in addition to parental permission.
7. Parents of elementary age students will be notified by phone call, phone message or email if their child has an over-the-counter medication administered at school.