

INFORMATION ON DISPENSING MEDICATION AT SCHOOL

In case you are unfamiliar with school's policy on the administration of medication to students by school personnel, we would like to bring you up to date on this matter. If your child must have medication of any type given during school hours, including over-the-counter drugs, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate time(s);
2. You may obtain a copy of a medication form from the school nurse or school secretary. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be completed and signed by the physician for both prescription and over-the-counter drugs.

All medicines must be delivered to school by the parent/guardian or a responsible adult. It must be in the pharmacy-labeled bottle which contains instructions on how and when the medication is to be given and should not exceed a 30-day supply. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions. Or

3. You may discuss with your doctor an alternative schedule for administering medication (e.g., outside of school hours).
4. In the event of your child attending a field trip, a single dose of medication will be administered by a trained school employee.

There will be no exception to this policy. If you have questions about the policy, or other concerns related to the administration of medication in the schools, please contact your building's school nurse.

Thank you for your cooperation.