

The Fletcher School

MEDICATION POLICIES 2026-2027

AUTHORIZATION:

As required by the North Carolina State Law G.S. 90-171.20 and the Nurse Practice Act, the Medication Authorization Form must be completed by both a healthcare provider and a parent/guardian for over-the-counter medication as well as for prescription medication to be administered. **Verbal consent may not be used to administer medication, including over-the-counter medications.**

STEP 1: Complete the 2026-2027 Medication Authorization form for over-the-counter and/or prescribed medications to be administered during school hours and field trips, including overnight trips. **This form is only valid for the current school year.** If you need to print additional copies of this form, it is available on FACTS in the Resource Docs section.

- a) **PHYSICIAN SECTION:** A current Medication Authorization form must be completed each year, even if the same medication was administered to your child last year.
Please use the summer months to schedule your child's doctor appointment. If the physician determines an office visit is not necessary, the physician may fax a completed Medication Authorization form to the School Nurse.
- b) **PARENT SECTION:** A parent/guardian must sign the Parent Authorization sections at the bottom of the page. Return the completed form to the school.
- c) **STUDENT SELF-CARRY SECTION:** Students are not permitted to carry any medication, including over-the-counter medications such as Tylenol and cough drops, while on campus. If a student must carry emergency medication, a self-carry form, available from the nurse, must be submitted.

STEP 2: Deliver both prescribed and over-the-counter medications to Fletcher.

- a) **Medication must be in the original prescription container. Do not use an old container or a Ziploc bag.** The label on the bottle must match the information on the Medication Authorization form.
- b) Medications must be delivered by a parent/guardian to the Health Room or the Front Desk between 9:00 a.m. to 3:30 p.m. by August 14, 2026, for medications to be administered on the first day of school. Medications delivered after August 14 may not be ready to administer on the first day of school.
- c) **Overnight Field Trips for Grades 6-12:** If your child takes medication before or after school that you would like them to receive on overnight trips, the medication must be listed on the authorization on file in order to dispense these medications. Medication must be in the original prescription bottle or original container. All medications to be given on field trips must be delivered to the school at least seven days prior to departure.

CHANGES AND OTHER NOTES:

1. **Adding/Revising:** When a physician adds or revises a prescription, the parent/guardian is responsible for:
 - a) Sending in an updated Fletcher Medication Authorization form to the School Nurse. Additional forms are available on FACTS in Resource Docs.
Recommendation: Print out an extra blank Medication Authorization form to have in your car for unexpected medical appointments.
 - b) Submitting a new Medication Authorization form with the Parent Authorization section completed. If the Blanket Authorization statement has been signed in the affirmative, it is not necessary to submit a new Medication Authorization form for each medication dosage change throughout the school year, but the Health Room must be notified in writing of the dosage change.
2. **Discontinuing:** Should a parent/guardian or physician decide to discontinue any medication, the parent (not the doctor) must notify the School Nurse in writing.

HEALTH ROOM INFORMATION:

Phone: 704-365-4658, ext. 1200 Fax: 704-364-2978

Email: nurse@thefletcherschool.org