



Medication Guidelines

Grosse Pointe Public Schools

The administration of medication in the school setting is a service that is provided to promote wellness, decrease absenteeism and remove barriers to learning. Please review the following to ensure the best and safest practices are provided for your child.

- If your child needs any **prescription or over the counter medication** during the school day there must be a **Medication Administration Authorization** form filled out completely and signed by a Licensed Health Care Provider/Physician and parent/guardian. **OR**
- If your student will carry and self-administer their own medication during the school day, you must have a completed **Medication Administration Authorization for Self-Administration/Self-Possession** form on file and on their person to carry any medication in school. **Controlled substances ie: stimulants, are excluded from self-carry.**
- All forms must be **dated after July 1** for the upcoming school year and be received by the office prior to any medications being given by school staff. Faxed medication forms signed by a physician are acceptable but must also be signed by parent/guardian before any medication can be distributed.
- Any student with a condition requiring emergency medication (**Asthma, Allergies, Seizures, Diabetes or other**) must also have an **Emergency Action Plan** filled out completely and signed by a Licensed Health Care Provider/Physician and parent/guardian.
- New forms must be provided every school year and with any changes.
- Medications should be brought in by a parent or responsible adult at the beginning of the school year. If a parent is unable to come into the office, we ask that they inform the office staff and let them know the amount of medication and who will be dropping it off. Medication supply is the responsibility of the parent/guardian.
- **Prescription medication must be in its original container** labeled by a pharmacist. All **over the counter medication needs to be in the original container** with the label intact and clearly marked with the student's name. Parents/guardians may request two containers (one for school and one for home) from the pharmacy.
- All prescription medication will be counted and signed by office staff and parent/responsible adult when medications are brought into the office.
- Parents/guardians should always give the first dose of any medication (exception emergency medications) before sending to school.
- All unused medications should be picked up by the parent or responsible adult by the end of the school year. Any medication not picked up will be properly disposed of by staff.