



WICHITA FALL ISD

Medication Policy Letter to Parent/Guardian

Parents/Guardians must have a signed medication policy on file before medications will be accepted. This policy applies to long term, short term, prescription and over-the-counter medications.

It is the policy of Wichita Falls ISD to administer medication during school hours only when the prescribed schedule cannot be met outside of school hours.

Wichita Falls ISD requires that the **Medication Administration Request Form MUST:**

- be renewed each school year and for any medication changes thereafter.
- be on file in your child's health record **before** we begin to give any medicine at school.

EACH MEDICATION REQUIRES A SEPARATE ORDER FORM

- The Physician's Order section of this form must be completed by your child's licensed prescriber (physician, nurse practitioner, etc.).
- The Parental/Guardian Consent section must be completed and signed and delivered to the school nurse. No medication will be given without this form on file.
- If there are any discrepancies with medication orders, medications will NOT be given until clarification is provided by the ordering physician.

Additional parent responsibilities:

- Medications will be given in school **only when necessary**.
- **Medications should NOT be taken during school hours if it is possible to achieve the medical regimen at home. Medication to be taken three times a day can be given before school, after school and at bedtime.**
- All medications must be brought to school by a parent, guardian, or responsible adult designee over the age of 18, **never with the child**. Please note children are not allowed to carry medication without an order. Parents/guardians will be responsible for picking up any medications without an order that are confiscated by the district. NO EXCEPTIONS.
- First doses of medication should be administered at home, not at school.
- Medications must be in a pharmacy or manufacturer-labeled container.
 - Please ask your pharmacist to provide separate bottles for home and school.
- Expired medications, medications in baggies, unlabeled containers, or altered pharmacy labels (except by a pharmacist), will not be accepted.
- Any changes in type or dose of medication must be accompanied by a new doctor's order and reported to the health office as they occur.
- Medication can be retrieved from the school by the parent at any time and will be discarded if it is not picked up within one week following termination of the order, upon expiration, or on the last day of school.
- Emergency medications provided to the school's clinic are available **ONLY** during duty hours. Due to the nature of medications being locked away with limited access for safety reasons, please consult with your child's physician should you feel they need to carry any lifesaving medications before or after school, otherwise 911 will be called for emergencies. Students must be able to demonstrate proper medication use to the school nurse before being allowed to self-carry emergency medications such as inhalers, EpiPens, or diabetic glucose, etc.

☐ I acknowledge that I have read and understood the medication policy

Printed Name _____ Date _____