TANGIPAHOA PARISH
SCHOOL SYSTEM

Nursing Services

MEDICATION INTAKE PROCEDURES AND SCHEDULE

2026-2027

Medication intake sessions for students who require medication and/or medical treatment at school will begin on **August 10, 2026.** Medication intake procedures are listed below:

- Students must attend the intake session with their parent/guardian.
- Medications given at school should be limited to those which cannot be administered before or after school. Emergency medications may be administered at school.
- A written Medication Order from a physician or dentist licensed to practice medicine in Louisiana or an adjacent state (TX, AR, or MS), or any other prescriber authorized in the state of Louisiana to prescribe medication or devices is required.
- The Medication Order must be dated **after June 1, 2026.**
- A Medication Order is also necessary for medications that might ordinarily be available over-the-counter.
- The Medication Order must be written on the Medication Order Form approved by the Tangipahoa Parish School System. This form can be obtained at the school office or on the school system website.
- Orders for multiple medications on the same form, incomplete forms, or a form with a prescriber's stamp cannot be accepted.
- The Parent/Guardian Request and Authorization for Medication Administration Form must be completed.
- Medication must be delivered to school by a parent/guardian.
- Students are not allowed to transport medications to school.
- Medication must be brought to school in a properly labeled container as dispensed by the pharmacist. The label on the container must match the Medication Order exactly.
- The parent/legal guardian will need to get two (2) containers from the pharmacist for each medication to be given at school, so there is proper labeling for the medication to be given at home and at school.
- If the medication is not properly labeled and does not match the physician's order exactly, it cannot be received by the school nurse or given at school.
- Only a thirty-five (35) school day supply of medication can be brought to school.
- The initial dose of a medication must be administered outside of the school jurisdiction with sufficient time for observation for adverse reactions.
- At the beginning of each school year and anytime there is a change in medication (e.g. dosage or time), a new Medication Order Form and a new Parent/Guardian Request and Authorization for Medication Administration Form must be completed.
- Under no circumstances will a parent be allowed to make changes to a medication (e.g. dosage or time) without a written Medication Order.
- If a student's medication is not received by the school nurse at the beginning of the year medication intake session, please contact the school to schedule an appointment with the school nurse for medication intake.
- If a student's medication is changed, or new medication is ordered, please contact the school to schedule an appointment with the school nurse for medication intake.

Additional information regarding medications may be found in the TPSS Policy Manual online at www.tangischools.org.