

# Requirements for Medication Check-In

Health Office is NOT allowed to make exceptions

## Completed & Signed Forms:

1. [Current Physician Order](#)
2. [Action Plans](#) - Asthma, Allergy, Individualized
3. [Bentonville Schools Medication Permit](#)
  - a. Controlled Medications- Field Trip form
4. [Health History](#)- Completed, Signed, Current

## All Medications Must:

1. **Be of Current Date**-No expired medications will be accepted.
2. **In Current Rx Container** or Label attached
3. Be of **Current Label Description**
4. Be the **Correct Count** for the current label
5. Controlled Medication - can only accept a 30 day supply.

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## Procedures:

All Action Plans are to be Current & Signed by parent and physician, Prior to ANY procedures being performed in the school setting.

## Allergies:

- Milk “allergy” / Lactose Intolerance- a parent note will suffice for change of drink option for the Cafeteria.
- ALL other Allergies Require a Physician Note to make dietary/classroom changes.