Student Medication Procedures

To protect the health and safety of all students, Romulus Central School District follows New York State requirements for the administration, storage, and handling of medications at school.

Bringing Medication to School

All prescription and over-the-counter (OTC) medications that will be administered during the school day must be brought to the Health Office by a parent, guardian, or another responsible adult.

Students may not transport prescription or over-the-counter medications to or from school. This includes, but is not limited to, pain relievers, cough drops, allergy medications, vitamins, creams, inhalers, and other prescription or non-prescription medications.

The only exception is for students who have a current written order from their primary care provider authorizing them to self-carry and self-administer a specific medication. The required medical order and all district-required documentation must be on file with the School Health Office before a student may carry medication at school.

Medication Drop-Off Procedure

When bringing medication to school:

- Parents/guardians should report to the Main Office upon arrival.
- Main Office staff are not permitted to accept medication from a parent or guardian.

- The school nurse will come to the Main Office and escort the parent or guardian to the Health Office.
- Prescription medications must be in the original pharmacy-labeled container. Over-the-counter medications must be in the original manufacturer's container.
- The parent/guardian and the school nurse will count all pills or capsules together, when applicable.
- The medication count will be documented, and both the parent/guardian and the nurse will sign to verify the number of pills received.

Picking Up Unused Medication

At the end of the school year or when medication is discontinued:

- A parent or guardian must come to the school to retrieve the medication.
- The school nurse will meet the parent or guardian in the Main Office and escort them to the Health Office.
- The nurse and the parent/guardian will count any remaining pills or capsules together.
- The number of medications returned will be documented, and both the nurse and the parent/guardian will sign to verify the count.
- The school nurse will escort the parent or guardian back to the Main Office.

Unused medications that are not picked up by the designated deadline will be disposed of in accordance with district procedures and applicable regulations.

If you have questions regarding medication administration, required physician orders, or student self-carry authorization, please contact the School Health Office before sending any medication to school.