

MEDICATION POLICY AND PROCEDURE

Medication should be administered to students by their parents/ guardian at home whenever possible.

In order to have a medication given to your child at school, the completed [Medication Authorization Form](#) must be on file at the school. Each medication requires a separate form and a new form must be completed annually.

For **prescription medication**, please fill out the top portion and have your healthcare provider fill out the bottom portion of the form.

For **over the counter medication**, (non-prescription) signed parent consent (top half of form) is all that is needed.

Prescription medication must be sent in a pharmacy-labeled container with the student's name, name of drug, dosage, frequency, time, method, directions and expiration date. Only pharmacists can legally re-label medication containers.

Over the counter medication must be in the **original container** with the manufacturer's name of drug, list of ingredients, dosing recommendations, possible drug interactions, side effects and/or warnings. The student's name must be affixed to the container.

All medication **must** be stored in the office and will be kept locked and secure (with the exception of approved inhalers and emergency medication). Medication will be administered by the office staff at the prescribed time. Administering time is recorded and accurate records are maintained. Students are responsible for reporting to the office (health room at the high school) for medication. Parents may come to school to administer their child's medication. Any change or a discontinuation of a medication requires a new written medication order from your healthcare provider.

Parents are responsible for bringing medication to school and picking up unused medication within 10 days after the medication is discontinued. Students should not transport their medication to and from school. Students may take empty containers home from school to be refilled but the medication must be brought in by a parent.

Non- FDA approved drugs such as herbal supplements and dietary supplements will not be administered at school unless a full licensed physician has written and signed the medication order and has included all side effects and circumstances which to notify the doctor.

Please call the school nurse with any questions about medication administration at school. Thank you.