

# **MEDICATION AT SCHOOL**

## **PARENT/GUARDIAN GUIDELINES**

### **PRESCRIPTION MEDICATION GIVEN DAILY:**

-A Medication Authorization Form must be completed by the parent AND the practitioner (MD, optometrist, Nurse Practitioner, etc.) and this form should be completed prior to the medication being given at school. You may download the form from the school website, pick the form up at school or call the School Nurse and she will send this form to you.

-Medication should be brought to the school by the parent or other designated adult (not the student). If this is NOT possible:

-The parent/guardian should contact the School Nurse or office staff to notify that the medication is being sent that morning.

-The medication must be placed in a sealed envelope. The sealed envelope MUST contain:

\*Student's name (written on the outside of the envelope)

\*Pill count (number of pills you are sending and written on a piece of paper inside the envelope)

\* Name of parent/guardian sending medication and phone number you may be reached at.

-Medication will be counted upon arrival to the school by the School Nurse or other designated staff and if it does not coincide with the amount sent from home, it will not be given. Parent/guardian will be contacted concerning the discrepancy.

-Medication MUST be in the original prescription bottle or container with a label containing:

-Student's name

-Name of medication and dosage

-Approximate time medication is to be given

-If a refill is required, the additional medication MUST be sent in the new prescription original container. We will not use the previous prescription bottle and refill with additional pills here.

-A new Authorization Form must be signed by the parent/guardian AND the healthcare practitioner each time a dosage is changed or medication is discontinued.

### **OVER-THE-COUNTER MEDICATION:**

-Signed authorization from the parent/guardian must be received prior to a student receiving any over-the-counter medication.

-Only the dosage recommended on the container will be given to your student. If a dosage higher than recommended on the container is needed, signed authorization from your student's healthcare practitioner must accompany the medication.

-Written authorization from your student's healthcare practitioner must be provided if an over-the-counter or short-term prescription medication is to be taken daily for more than fourteen (14) days.

### **-WWES**

\*Over-the-counter medication will not be stocked. If your child will require the use of an over-the-counter medication during the school day:

-Send the medication in a sealed envelope.

-A signed note from the parent/guardian must accompany the medication stating the reason the medication is to be given and the time it is to be given.

-If your child may need to periodically take an over-the-counter medication and you wish for this medication to remain at school a form may be signed for over-the-counter medication (available on the school website or from the School Nurse) and may be kept on file in the School Nurse's office.

### **-Grades 6-12**

\*Tylenol, ibuprofen, and TUMS will be stocked at the MS/HS. A form will be available for parents/guardian to check and sign for permission to give these, as needed, during the school day.

\*Other over-the-counter medications will not be stocked and should be sent by the parent/guardian if your student will need to take during the school day.

-These medications must be sent in the original container and the dosage portion must be present on the container.

-A note is required stating when your student is to take this medication and signed by

the parent/guardian.

**NON FDA APPROVED HOMEOPATHIC TREATMENTS, SAMPLE MEDICATION AND DIETARY SUPPLEMENTS:**

- Will only be given with a physician's written order.

**RELEASE OF MEDICATION**

Grades K-8

Medication will be released only to the student's parent/guardian or an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent/guardian to receive the medication from the School Nurse office.

Grades 9-12

Medication may be released to students in grades 9-12, if the student's parent/guardian provides written permission for the student to receive the medication for release from the School Nurse office.