

## Medication Administration:

All medications that can be given outside of school hours without adversely affecting the health of the student should not be administered at school during school hours.

If your child does require **ANY** medication to be taken during school hours:

- Written parent/guardian consent and an order from a licensed healthcare provider **are required** for administering prescription and over-the-counter medications at school. **Forms can be found in the Documents and Forms tab on the school website.** Some medications may not be suitable for a school setting. Any form of medication will not be given unless the proper authorizations are obtained by the school. The school may contact the healthcare provider who prescribed the medication and the pharmacy where the prescription was filled to discuss this medication.
- Additionally, each medication must be in the original labeled container from the pharmacy or a healthcare provider's office.
- Medications stored in the school health office will not be available during non-school hours. It is the responsibility of the parents/guardians to assure that necessary emergency medications are available to students during non-school hours for before or after school clubs/programs.
- New authorization forms are required at the beginning of every school year, when the dose or directions change, and when a new medication is prescribed. Parents/guardians must supply the medications.

The responsibilities of the parent or guardian are:

- Obtain and return to school a medication consent form (**see documents and forms tab on the school website**) signed by the doctor and parent/guardian for each school year.
- Medication should be in original container with student's name and dosage amounts clearly written.
- Contact the school to discuss any long-term (daily) or emergency medications preferably prior to administration at school.
- Inform the school of any changes in the medication immediately. A new consent form signed by the doctor is required for changes in dosages.

- Medication must be picked up after the 10-day period with no note from a doctor, or by the last workday of the school year. Medication left at school will be discarded at the end of the last workday.
- Medication should be brought to school by parent, not sent in with student on the bus.

***Emergency medication such as epi-pens, and inhalers may be carried by the student. Self-carry medications must also have proper authorization from the parent, student and healthcare provider. Forms can be found in the Documents and Forms tab on the school website.***

***All other medication will be kept in a locked cabinet in the health room with permission from the nurse and principal.***