








MEDICATIONS DURING SCHOOL HOURS

Every effort should be made to have medications given to your child at home. Should your doctor prescribe a medication, request that he/she prescribe one that can be administered at home before or after school if possible.

ALL medications, prescription and non-prescription (over-the-counter), require written authorization from a doctor and parent to be administered at school. If your child does need to take medication everyday at school or during an illness, this procedure must be followed.

1. The medication **must** be brought to the school by the **parent or guardian** and given to the school nurse or office staff. All medications are **locked** in the health office at the school.
2. The medications must be kept in the **original container** or **pharmacy-labeled bottle**.
3. The medication must be accompanied by a **completed and signed medication form** which includes the following information:
 -  Student's name, date of birth, address, telephone number
 -  Parent or guardian's signature giving permission to administer medication at school
 -  Diagnosis (why is medication being given)
 -  Name of medication, dosage, how administered and time(s) to be given
 -  Length of treatment (i.e. school year 2012-2013)
 -  Possible side effects
 -  Physician's name, address, phone and signature
4. The medication form can be obtained at the school health office or on the school. Bring the completed form and the medication to the nurse or office staff at the beginning of the school year or when your child needs the medication for an illness. **New forms** must be completed each new school year, or when there is a **change** in the medication or dosage.
5. If the medication is to be taken all year, check the **expiration date** of the medication making sure that it does not expire before the end of the school year.
6. Under certain situations, students will be allowed to carry **emergency medications** such as asthma inhalers, insulin, Glucagon, or emergency meds for severe allergic reactions to bee stings or foods. **Absolutely NO medications** should be kept in student's backpack, pocket, lunch box, etc. unless the procedure to carry emergency medications has been followed. Notify the school nurse or office staff if the doctor wishes the student to carry his/her medication.
7. School staff **will not be allowed** to administer any over-the-counter medications such as Tylenol or Ibuprofen to students for headache or cramps with parental permission (written or telephone) only. If students do require **OTC on a regular basis at school**, a doctor's order and a completed medication form must be on file at the school. Parents must supply the medication in the original container. A parent or guardian may come to school and personally administer these medications to their children if needed.