

PARENT INFORMATION REGARDING ALL MEDICATION ADMINISTRATION

Prescription and non-prescription medication will be given to students by school personnel only when the following guidelines are observed.

A nurse is not always available to assist in the administration of the medication. The student may be assisted by an adult designated by the principal.

1. Prescription medications must be brought to the school in the original prescription container labeled with the student's name, date prescribed, instruction for administering, name of drug, name of issuing health care provider, expiration date, and route medication is to be given. A "Medication Permission Form" must be completed on all medications.
2. **It is the responsibility of the parent/guardian** to deliver all medications to the nurse's office or other designated school personnel.
3. **Students are not allowed to transport medication in book bags or purses. This is a violation of our school system's zero tolerance drug policy.** The only exceptions are for prescription inhalers, epinephrine auto injector, insulin, and diabetic supplies.
4. Medications received at school in unlabeled bottles, pills in zip-lock baggies, and pills in aluminum foil **WILL NOT** be administered.
5. Schools will dispense medication only as directed on the original prescription labeled container. **It is the responsibility of the parent/guardian** to notify the school of changes in the medication, dosage, and/or time of administration. A new prescription container must be provided reflecting the change. A new "Medication Permission Form" must be completed indicating requested changes.
6. Non-prescription medications (over-the-counter medications) must be brought to the school in the original container. A "Short Term/Over the Counter Medication Permission Form" must be completed. **Cough drops are allowed at school.**
7. Medications administered for more than 10 school days are not considered of short term duration (including over the counter medications). A "Medication Permission Form" must be completed on all medications given more than 10 school days.
8. Long-term medications usually need to be refilled on a monthly basis. **It is the responsibility of the parent/guardian** to keep the school supplied with adequate amounts of medication for their child.
9. Unused or discontinued medications must be picked up by the parent or guardian from the nurse's office prior to the end of the school year. All medications remaining will be disposed of by the school.