



Medication Procedures and Guidelines

For the safety of all students, we enforce strict rules and regulations regarding medications. We are happy to accept over-the-counter and prescription medications. A Parent/Guardian must complete an **Authorization to Give Medication** form listing each medication brought to the clinic. A separate form needs to be completed for **EACH** child.

The following is a list of important procedures that we follow as it pertains to assisting with medications for our students. If you have any questions, please call the nurse at your child's school. Thank you for your cooperation with this.

1. **Parents/Guardians need to bring ALL medications directly to the clinic/office and fill out the appropriate authorization form. Students are NOT allowed to transport any medication to or from school. ALL** medications will be dispensed through the clinic/office.
2. All **prescription medications** must be in the original container with a label from the Pharmacy. The label must include the student's name, the name of the drug, and instructions for use. It must also include the Physician's name and expiration date. We will follow the written instructions on the bottle for dispensing the medication and will require a written note from the Doctor to change this order. Any changes in original orders must be reflected on the prescription label on the bottle, and a new authorization form must be filled out.
3. Medication counts will be done for all prescription medications in the presence of the parent/guardian, and signatures will be recorded. Please supply no more than a **ONE**-month supply of prescription medication at a time.
4. All **over-the-counter medications** should be in a sealed/unopened bottle. The dosage dispensed will follow the package recommendations and will require a written note from a doctor to be given differently. Over-the-counter medications will only be given for five (5) consecutive days. A note from a physician will be required for longer treatment. *We do not provide any stock medications to students.*
5. **For emergency medication to be transported by/kept with the child (Inhaler, Epi-pen, Diastat, Insulin/Glucagon), please see the school nurse for the Authorization for Student to Carry Emergency Medication and/or Medical Technology/Equipment form, which requires a doctor's signature.** It is preferred that an additional dose of the emergency medication be kept in the clinic in the event that the student should lose it or forget the medication at home.
6. It is the parent/guardian's responsibility to pick up all medications and/or medical supplies before the last day of school, or they will be disposed of.