



## **Medication Procedures and Guidelines**

For the safety of all students, we are enforcing strict rules and regulations regarding medications. We are happy to accept over the counter and prescription medication. You must complete an Assistance with Medication form for each medication brought to school. A separate form needs to be completed for **EACH** child. **ALL** medications will be dispensed as ordered by physician and/or indicated on the bottle/packaging.

The following is a list of important procedures that we follow regarding 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 need to bring ALL medications directly to the office and fill out the appropriate medication form.** This includes prescription and over the counter medications. It is recommended when providing Over the counter medication that the bottle be sealed, unopened, and less than 100 doses. *We do not provide any medications to students.* **ALL** medication will be dispensed through the office/clinic
2. **Students are NOT allowed to transport any medication to or from school.** All medications should be brought and picked up directly through the office/clinic by a responsible adult. All prescription medications must be brought in by the parent/guardian and given to the school Nurse or designee. (Medication counts and verification will be done along with a parent/guardian signature)
3. Each medication **MUST** be in its original container with the child's name labeled on it. If the dosage is anything other than one whole pill (ex. ½ pill), the pills **MUST** be split in half when given to the office to dispense as prescribed. Prescription medication **MUST** be in the original container from the Pharmacy. The label must include the student's name, name of the drug, and instructions for use. It must include the physician's name and expiration date. We will follow the written instructions on the bottle for dispensing the medication or will require a written note from the Doctor to change this order. Over the counter medications must be in the original packaging. Dosage dispensed will need to follow manufacturer's recommendations. We will follow the written instructions on the bottle for dispensing the medication or will require a written note from the Doctor to change this order.
4. Any changes in original orders must be reflected on the prescription label on the bottle and a new Assistance with Medication form must be filled out.
5. **For emergency medication to be kept with the child (Inhaler, Epi-pen, Diastat), please see the school nurse for the appropriate form, which requires a doctor's signature.**
6. Please send no more than a **ONE**-month supply of prescription medication at a time.
7. It is your responsibility to pick up all medications and/or medical supplies before the last day of school or they will be disposed of.

7/23/20