



ADMINISTRATION OF MEDICATION POLICY

Please be aware of our policy on the administration of medication during the school day. Keep this information handy so when the situation arises that your child needs medication taken at school, you will be able to follow the regulations. Our policy is as follows.

School personnel will not dispense medication of any kind including non-prescription, over the counter medication unless all of the following guidelines are followed:

1. Medications are not to be carried on the student. The only exception is Chapstick (which is not allowed to be shared). All notes and medication are to be brought to the school office by the parent/guardian first thing in the morning.
2. We have written orders on file from a PHYSICIAN indicating medication, dosage, time for administration, and diagnosis or reason for the medication.
3. We have on file permission from the PARENT/GUARDIAN requesting that school personnel comply with physician's order.
4. All students requiring INHALERS, must follow the same procedure. In addition, an Asthma Action Card must be completed and on file in the Health Room.
5. Prescription medication must be in a container properly labeled by a pharmacy. Please ask the pharmacist for a separate bottle for home and school.
6. Non-prescription medication needs to be in original container with the student's name written on the container.

If there ever is any change in the dose or timing of the medication, the physician MUST submit the change in writing. This may be faxed or mailed to the school. A parent may not give permission to administer medication differently than the physician order.

Most COUGH DROPS contain menthol, which is considered a medication. Therefore, all cough drops must have parent permission and may not be carried on the student.

Ideally, all medication should be given at home. Medication that is prescribed for 3 times a day can be taken in the morning, after school and at bedtime.

Parents should not encourage students of any age to take medication on their own. School personnel need to be aware of medication taken by students so that reactions, etc. can be noted, identified and proper action taken if necessary.

We ask for your cooperation to ensure the safety and health of your child. Thank you.

8/8/2018