

## Medication Guidelines

It is highly recommended that all prescription and/or over-the-counter (OTC) medications be given at home, by the parent/guardian. If a student has a health condition that requires medication administration during school hours, the following guidelines must be followed:

- **NO** medication will ever be given without a written and signed order by a licensed health care provider. (Including but not limited to prescriptions, OTC meds, vitamins, supplements, cough drops, throat lozenges, etc.)
  - A Licensed Health Care Provider must fill out and sign a “Health Care Provider/Parent Consent for Medication Administration” form. This form is available online and in the school clinic.
  - Student’s Parent/Guardian must fill out and sign their portion of the “Health Care Provider/Parent Consent for Medication Administration” form. This form is available online and in the school clinic.
  - All medication, including refills, **MUST** be delivered to the school by the parent/guardian and signed into the Clinic. Students **MAY NOT** transport any medication.
  - All medication must be in its original packaging.
    - Prescription medication must be in its original pharmacy packaging with a visible pharmacy label indicating the student’s name, medication, dosage, and time medication is to be taken. Parent/guardian may contact pharmacy for an additional labeled container if needed.
    - OTC medications should be in original unopened packaging that is labeled with the student’s name and dosage instructions.
    - Medication **MAY NOT** be signed in to the clinic without the current “Health Care Provider/Parent Consent for Medication Administration” form.
  - Only students in 4<sup>th</sup> grade or above are permitted to self-carry/self-administer inhalers. This must be approved by the licensed health care provider, parent/legal guardian, and school nurse. This privilege can be revoked at any time for misuse, etc.
  - It is the parent/legal guardian’s responsibility to indicate on the medication administration form if any medication should be administered during field trips and/or while student is off campus during a school activity.
  - A letter from the physician to discontinue the medication must be provided to the clinic.
- \* All medications, unless picked up by the parent/guardian, will be discarded on the last day of school. All discontinued medications, unless picked up by the parent/guardian, will be discarded within 10 calendar days. If the student moves or changes schools, it is the parents’ responsibility to pick-up the medication or it will be discarded within 10 calendar days.