

ADMINISTRATION OF MEDICATION TO STUDENTS

Medication should be given by the parent at home. If this is not possible, at the request of the parent and physician, the principal or designee will dispense prescription/nonprescription (over the counter) medication to the student in accordance with the following:

1. **A Parent Or Guardian Request to Administer Medication Form** has been completed, signed by both the physician and the parent/guardian, and returned to the school office by the parent/guardian.
2. Medication must be brought directly to the school office by the parent or guardian. Parents must assume responsibility to supply the school with enough medication needed by their child. Anytime there is a change of medication, dosage or administration time, the school must be notified immediately.
3. Medication must be received in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law. Medication will be safely stored in the school during the entire administration period.
4. Medication must not be transported to and from school by your child except when the doctor orders the medication to be carried on the child's person for emergency use.
5. It will be the responsibility of the child to notify the classroom teacher when it is time to report to the office for medication.
6. Emergency medication, such as instant liquid glucose for diabetic children or "bee sting" kits for the severely allergic child may be necessary. Parents must notify the school office if a child will need special emergency medication at school.

Nonprescription medication (over the counter) will **ONLY** be administered within the schools by school personnel, with the previous steps taken.

Cough drops will not be dispensed from the school clinic.

It is essential to have correct information in order to assist a child at all times of illness or injury.