
MEDICATION ADMINISTRATION POLICY

Medication administration procedures are directed by school policy and state law. Please help us ensure the safe administration of medication to your child by following these guidelines:

1. When possible, please determine with your doctor's help whether administration times can be adjusted to *avoid* giving medication during school hours.
2. Parents **must fill out the proper authorization form** before any medication (prescription and over-the-counter) can be administered by school personnel. These forms are available in the school office. Prescription bottle labels must match the drug, dosage, and time request by the parent / guardian. Dosage of over-the-counter (OTC) medication must be appropriate for the student's age.
3. Because many medications given at school are controlled substances, a *parent/guardian or another adult must bring medications to the school*. This is for the safety of all students.
4. Prescription and OTC medication must be in the original container. **School personnel cannot give medication from an envelope or plastic bag**. If the medication is liquid, please provide a medication spoon or cup. If dosage is half tab, tablets need to be broken prior to bringing the medication to school.
5. Any change in dosage or administration time for a prescription medication must be in writing from the physician (the physician can fax the written change to the school) and a new authorization form filled out by the parent/guardian.
6. School personnel cannot administer *expired* medication. Please verify the expiration date on the medication bottle prior to bringing the medication to school.
7. Students may possess emergency medication (such as inhalers or epinephrine pens) with prior written parental and physician authorization.
8. The parent/guardian should pick up any leftover medication at the end of the school year. School staff will dispose of medication not picked up.