

PARENT INFORMATION ABOUT MEDICATION PROCEDURES

1. Medications should be taken at home whenever possible. The first dose of any new medication must be given at home to ensure the student does not have a negative reaction.
2. Medication forms are required for each Prescription and Over the Counter (OTC) medication administered in school.
3. **All** medication taken in school must have a parent/guardian signed authorization. Prescription medications, herbals, and OTC medications taken for 10 or more consecutive days (or meds available as needed throughout the year) also require a licensed healthcare provider's (LHCP) written order. If you are requesting Tylenol, Motrin or Excedrin to be available throughout the year, only the parents signature is required, not the LHCP. **No medication will be accepted by school personnel without the accompanying complete and appropriate medication authorization form.**
4. **The parent or guardian must transport medications to and from school.**
5. Medication must be kept in the school health office, or other principal approved location, during the school day. All medication will be stored in a locked cabinet or refrigerator, within a locked area, accessible only to authorized personnel, unless the student has prior written approval to self-carry medications (inhaler, Epi Pen). If the student self carries, it is advised that a backup medication be kept in the clinic.
6. Parents/guardians are responsible for submitting a new medication authorization form to the school at the start of the school year and each time there is a change in the dosage or the time of medication administration.
7. A Licensed Health Care Provider (LHCP) may use office stationary, prescription pad or other appropriate documentation in lieu of completing Part II. The following information written in lay language with no abbreviations must be included and attached to this medication administration form. Signed faxes are acceptable.
 - a. Student name
 - b. Date of Birth
 - c. Diagnosis
 - d. Signs or symptoms
 - e. Name of medication to be given in school
 - f. Exact dosage to be taken in school
 - g. Route of medication
 - h. Time and frequency to give medications, as well as exact time interval for additional dosages.
 - i. Sequence in which two or more medications are to be administered
 - j. Common side effects
 - k. Duration of medication order or effective start and end dates
 - l. LHCP's name, signature and telephone number
 - m. Date of order
8. All prescription medications, including physician's samples, must be in their original containers and labeled by a LHCP or pharmacist. Medication must not exceed its expiration date.
9. All Over the Counter (OTC) medication must be in the original, small, sealed container with the name of the medication and its expiration date clearly visible. Parents/guardians must label the original container of the OTC medication and its expiration date clearly visible. Parents/guardians must label the original container of the OTC with:
 - a. Name of student
 - b. Exact dosage to be taken in school
 - c. Frequency or time interval dosage is to be administered
10. The student is to come to the clinic or a predetermined location at the prescribed time to receive medication. Parents must develop a plan with the student to ensure compliance. Medication will not be given no more than one half hour before or after the prescribed time.
11. **Students are NOT permitted to self medicate. The school does not assume responsibility for medication taken independently by the student.** Exceptions may be made on case-by-case basis for students who demonstrate the capability to self-administer emergency life saving medications (e.g. inhaler, Epi Pen). The LHCP must check the appropriate box on the form that states the child's ability to carry the medication.
12. Within one week after expiration of the effective date on the order, or on the last day of school, the parent or guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.