

GUIDELINES FOR ADMINISTRATION OF MEDICATION AT SCHOOL



1. The parent or guardian provides a written request for the administration of the prescribed medication at school.
2. Prescribed and over-the-counter medications must be accompanied by written physician's orders that provide the school with the child's name, diagnosis, name of the drug, dosage, time of administration, and side effects when necessary. (*See Medication Authorization Form*)
3. Medication is to be brought to school in the original container, appropriately labeled by the pharmacy or physician.
4. The school nurse or parent/guardian is the only one permitted to administer medication in the school.
5. Records of giving medication during school hours will be maintained by the school nurse.

It is recommended that if your child has a special condition such as food allergies, asthma, etc, medications will be kept in school for emergency situations. It is suggested that such medications be brought to school at the beginning of the school year and the previously stated guidelines be followed.

Your cooperation in abiding by this policy is necessary for maintaining the health and safety of all of the children in the school.