



Medication Procedures

If a student must receive (prescription or non-prescription) medication at school, a written request completed by both the prescriber (physician or dentist) and the parent/guardian must be on file at school. The appropriate form is available at the school office or at the offices of the licensed prescribers.

Students will administer the medication under the supervision of the school administrator or his/her designee. If the student is not capable of self-administration, the administrator or other school personnel shall administer the medication.

Students are not allowed to carry any medication on their person.* Exceptions will be allowed only with the approval of the school administrator.

All medications must be kept locked in the school office.

All prescription medication must be in the original container labeled by the pharmacist or licensed prescriber. The label must include the following information: name of student, name of medication, dosage, time to be taken, prescriber's name, date.

Non-prescription medication must be in the original labeled container with the student's name affixed to the container.

No medication will be provided by the school.

Unless ordered for a short term, all requests for self-administration of medication will expire at the end of the school year. If the parent/guardian does not pick up any unused medication, the administration shall dispose of the medication in the presence of a witness and both shall document that act. Disposal of all medication will take place at the end of the school year.

*An exception may be made for an asthma rescue inhaler for high school students only, where the *Parent Agreement for Child to Carry Asthma Inhaler Medication* form is on file in the school office.