

NOTICE TO PARENTS/GUARDIANS

MEDICATION GUIDELINES

New legislation has been enacted regarding the administration of medications in school. Parents and guardians are responsible for following the regulation listed below. These are effective immediately.

RESPONSIBILITIES OF THE PARENT OR GUARDIAN

1. The school will need a written order from the physician requesting medication to be administered during school hours (see back side of this sheet for form – Authorization For Giving Medication In School). The physician's order should include the following information:
 - a. Student's name
 - b. Name of medication
 - c. Diagnosis and reason the medication is needed and why it is needed during school hours
 - d. Time of administration
 - e. Dosage and route of administration
 - f. Possible side effects
 - g. Termination date for administration
2. We also need a written request from parent or guardian authorizing the school to administer medication. (See bottom of form – back side of this sheet)
3. When medications are brought to school it must be in the original container appropriately labeled by a pharmacy or physician. The following information should be included on the label:
 - a. Name, address, and telephone number of pharmacy
 - b. Student's name
 - c. Name of prescribing physician
 - d. Name of medication, dosage, and directions for use
 - e. Name of manufacturer of the drug and identification number
 - f. Auxiliary labels as needed
 - g. Date of original issue or renewal
4. All nonprescription (over the counter) medication must be in the original container and be accompanied by written permission from the physician and the parent/guardian to administer the medication during school hours.
5. We recommend that medications be brought to school by a responsible adult. Many medications look like candy and if seen by other children could be mistaken for the same, particularly if lost by the child carrying it to school.

We cannot dispense medication at school unless the above guidelines have been met. Questions regarding this should be directed to the nurse's office at your child's school building.

Thank you for your cooperation.