

# ***Guidelines for Medication at School***



- ◆ If your child needs to take medication at school, the correct forms must be completed. They may be obtained from the school office, and we ask that you please read the detailed instructions on the forms. All medications (including prescriptions, over-the-counter meds such as Tylenol, and inhalers), must have the “Physician’s Instruction” portion as well as the “Parent Request” portion filled out. Each medication needs to be written on a separate form.
- ◆ The forms must accompany the medication when brought to school.
- ◆ Medication must be in the original container with the original label. The container must include the student’s name, name of the medication, dosage, and mode of administration. If it is a prescription medicine, it must also have the name of the physician. [On request a pharmacist can provide an extra container with the required information – preferably at the time the prescription is filled.]
- ◆ All medications must be brought to school by a parent/guardian for the safety of other children. If the school needs to return a medication, it must be picked up by a parent/guardian. **No students should be carrying any medications** (with the exception of the self-administered medications which must be approved by the school nurse).
- ◆ Medication cannot be dispensed until the above steps are followed.
- ◆ When medication at school needs to be replenished, a reminder note will be sent home. The refill medication must also be brought to school by a parent/guardian. If it is brought in a different container, the parent/guardian will pour the medication into the proper container at school verifying that it is the correct medication.

**Please keep this letter to refer to during the school year. If you have any questions, you may call Jeri Cress, Sunset Nurse at 837-5621.**