

MEDICATION POLICY

TO: Parents or Guardians

FROM: School Clinic

SUBJECT: Medication Policy

To protect your child's safety, the school clinic staff will adhere to the following medication policy. It is **required** that BOTH the parent AND physician signatures are on the "Physician and Parent Request for the Administration of Medication Form" before any prescription OR over the counter (OTC) medication, such as Ibuprofen or Acetaminophen, is administered.

Although this may cause some inconvenience, this policy is for the protection of your child and must be followed. **If we do not have your written permission and the written permission of a physician, medications will NOT be given.** Permission forms can be obtained by contacting your school's clinic.

In order for your child to receive ANY medication at school, please follow these procedures:

- A written request must be obtained from a physician and a parent/guardian. This request must include the name of the medication, dosage, time given during school hours, and duration.
- The medication must be in its original container and if it is an OTC medication, the bottle must be new with an unbroken seal. All medications must have a fixed label which indicates the student's name, name of medication, dosage, method of administration and time interval of dosages.
- The medication and signed permission form must be brought to the school by the parent or guardian.
- Please include a photo of your child with the permission form.
- New medication forms must be re-submitted each school year and are necessary for any change in medication orders.
- If you child will no longer receive the medication at school, please put your request in a dated, written note as soon as possible, accompanied by a physician's order to discontinue the medication. If medications are not picked up by the parent/guardian within 30 days, it will be properly disposed of.

Please contact the school principal or clinic staff if you have any questions.