

MEDICATION ADMINISTRATION, information sheet

Medications – both prescription and **over-the-counter (includes cough drops, Tylenol, etc.)** – will be administered at school according to the following guidelines:

1. Both the parent(s) and medication prescriber complete, sign, and date the school's authorization and permission form for administration of medication at school.
2. The parent himself/herself delivers the medication and equipment to and from the school office and picks up remaining medication and equipment.
3. The medication is in the original labeled container as dispensed or the manufacturer's labeled container.
4. The medication label contains the student's name, name of the medication, name of prescriber, directions for use (dosage, route, and time) and storage, and prescription and expiration dates.
5. Immediate notification, in writing, of changes and annual renewal of authorization are required.
6. The only medications (prescription or non-prescription) that a student may have in his/her possession at school are inhalers and epi-pens. When the parent turns in the medical prescriber/parent authorization and permission form to the school office, the student will be given a card to carry to produce when questioned by a staff member about his/her use of these devices.
7. The initial dose of a new medication has been administered by the parent in time to observe and confirm that there were no problems.

**Print and complete page 2,
bring to the office with medication.**

