



Policy for Medication at School:

All medications, including prescription medication, over the counter medication, inhalers, cough drops, eye drops, ointments, and vitamins, require a doctor's order and a Medication Authorization form, signed and properly completed by both the physician and the parent/guardian. **Medical authorization forms may be obtained from the front office and must be renewed every school year.** Any changes in dose, time or medication will also require a new form, as well as a new container with the corrected pharmacy label.

Prescription medication must be in its original container and clearly labeled by the pharmacy. Over the counter medication must be in its original container and clearly labeled with the scholar's full name and birthdate.

Scholars are not allowed to have any form of medication in their possession to self-medicate unless a signed doctor's note stating that the scholar is trained and able to self-medicate is provided. Scholars will take the necessary prescribed medication in the Nurse's office under the supervision of the clerk, a school nurse, the office manager, or the principal.

The medication, along with the forms, will remain in the Nurse's office. Parents/guardians must pick up their child's medication from the Nurse's office at the end of the school year or when medications are discontinued. **All medications that are not picked up by the last day of school will be discarded.**

If a parent/guardian chooses to administer any medication to their child while they are in school, they must notify the front office and school nurse before arriving to the school. Medication must be administered in the nurse's office to ensure the safety and privacy of the scholar.