

A. GENERAL POLICY

1. No student shall be given prescription medication during school hours except upon request from a licensed physician/healthcare provider who has responsibility for the medical management of the student. All such requests must be signed by the parent/guardian.
2. A new form is required each school year for each prescription.
3. A new form is required each school year for over the counter medications requested by parents.

B. RESPONSIBILITY OF THE PARENT OR GUARDIAN

1. Parents/guardians shall be encouraged to cooperate with the physician to develop a schedule so the necessity for taking medication at school will be minimized or eliminated.
2. **Parents/guardians will assume full responsibility for the supply and transportation of all medications.**
3. Parents/guardians may administer medication to their child on a scheduled basis arranged with the school. **Students are only allowed to carry emergency medication as approved by their physicians.** (i.e. inhaler)
4. Parents/guardians may pick up unused medications from the school office during and at the close of the school year. Medication remaining after the last day of school will be discarded.

C. RESPONSIBILITY OF THE PHYSICIAN AND PARENT/GUARDIAN

1. A request form for prescribed medication must be completed by the pupil's physician, signed by the parent or guardian, and filed with the school office.
2. **The medication must be in the original contained clearly labeled by the physician or pharmacy with the following information:**
 - a. Student's name
 - b. Physician's name
 - c. Name of medication
 - d. Directions for use
3. Each medication is to be in a separate pharmacy container. ***Over the counter medication must be in a new sealed container.***

D. RESPONSIBILITY OF SCHOOL PERSONNEL

1. The school administrator will designate office staff that will be trained to administer medications.
2. Students will be assisted, by office staff, with taking medications according to physician's instructions.