



## Medication Policies and Procedures Acknowledgment Form

Parents/guardians are encouraged to administer medications to their children at home to the greatest extent possible. Should your child require **prescription, over-the-counter (OTC), or herbal** medication while attending school, the following policies and procedures must be followed:

- ❖ **All medications**, whether prescription, over-the-counter, or herbal ***must*** be delivered and signed in to the school nurse by the student's parent/guardian or designated adult. The medication will be signed out and returned to parent/guardian or designated adult at the end of each school year.
- ❖ **A *School Medication Prescriber/Parent Authorization Form*** must be completed and signed by both physician and parent for each medication, before **ANY** prescription, non-prescription, or herbal medication can be administered at school. A copy of this form can be found on the RISE Center website.
- ❖ If the medication order is **changed** during the school year, a **new *School Medication Prescriber/Parent Authorization Form*** is required. Both the prescriber and parent/guardian must sign the new form.
- ❖ For **Prescription** medications, a **current pharmacy labeled** container is required which includes the student's name, physician name, name of medication, strength, dosage, time interval, route and date of drug's discontinuation when appropriate.
- ❖ For **over-the-counter** medications, an **original, unopened** container is required and all manufacturers' labeling must be clearly legible. The student's name must be written on the container.
- ❖ The school nurse will not administer any medication when there is any discrepancy (i.e., label different from instructions or contents, label is unclear or label torn).
- ❖ All over-the-counter medication must be supplied by the parent/guardian and accompanied by a ***School Medication Prescriber/Parent Authorization Form***. The school will not supply, provide or stock over-the-counter medications (i.e., antibiotic ointment, Benadryl, etc).
- ❖ In accordance with FDA regulations and recommendations from the American Academy of Pediatrics, no over-the-counter (OTC) cough and cold medications will be administered to children under the age of six. **There are no exceptions to this.** If a cough and cold medication is to be administered, a physician's order must be submitted **PRIOR** to the medication being given.

These procedures were adopted with your child's safety in mind. If you have any questions concerning these medication procedures, please contact Kim Burke, RN, Lead Nurse.

Child's Name: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_