

Medication Policy and Procedures

Do NOT send any medication, whether prescription or non-prescription, to school with your child. Parents should bring the medication to the school office and give it to a staff member for safekeeping.

We will administer prescription or non-prescription medication to a child only when we have the following: (1) the written order of a physician that indicates that the medication is for that specific child, **and** (2) written parental authorization.

A **Medication Administration and Log Form** must be completed by the parent and staff person before the medication can be administered.

All medicines must have proper labeling.

For prescription medicines, the medicine container must have the original label and carry the following basic information:

- *The name of the child who will be getting the medication
- *The name of the child's doctor
- *The name of the medicine
- *The issue date of the medicine
- *The dosage
- *How often to administer the dosage
- *The method of administration
- *Storage requirements

For non-prescription medicines, the medicine container must have the following:

- *The name of the child who will be getting the medicine
- *The name of the child's doctor
- *Directions for safe use
- *The expiration date of the medicine
- *A list of active ingredients
- *The name and address of the manufacturer

Remember, only use medicines that come in their original containers.

Written records of the administration of prescribed medication to children will be kept and will include the time and date of each administration, the name of the staff member administering the medication and the name of the child.

All medicine will be stored in child-resistant safety containers, labeled with the child's name, the name of the drug and the directions for its administration. Any unused medication will be disposed of or returned to the parent(s). *(Note: All prescribed medications must, by law, be dispensed in child resistant packaging unless purchaser specifically requests otherwise. Those who work with children should monitor compliance at the pharmacy so that all medications are safely packaged.)*