

MEDICATION POLICY

State law prohibits school nurses from dispensing medication of any kind to students without specific written authorization from the parent or legal guardian and the child's health care provider. **This applies to over the counter items such as cough drops, Tylenol or ibuprofen, eye drops and all prescription medications.** If a medication is to be administered during school hours, the following requirements must be met:

1. The student's doctor must provide a written request indicating the name of the medication, as well as the frequency, time and dosage of the medication. This request must have the name of the student and the signature of the physician. This information can be faxed directly to the Health Office.
2. The parent or guardian must sign a written permission to administer form, as specified by the doctor and must personally deliver the medication to the school nurse. **STUDENTS ARE NOT ALLOWED TO TRANSPORT ANY MEDICATION TO SCHOOL.**
3. If your child's dose includes a ½ pill, please cut the medication at home before bringing the medication to school.
4. All medications must be in its original bottle. Prescriptions must have the original pharmacy label.
5. The school nurse will store all medications in a locked cabinet in the Health Office.
6. New physician's orders must be obtained if there is a change in the medication, including the time of day it is to be administered or the amount to be administered.
7. Authorization does not carry over from one year to the next and must be updated at the start of each school year.
8. Any medications left in the Health office after the last day of school must be disposed of.

If you have any questions or would like to arrange medication drop-off, please call the school health office.

Elementary Health Office: Phone - 585-248-6317, Fax -585-248-6326

Middle/HS Health Office: Phone - 585-248-6372, Fax - 585-248-6336