

MEDICATION POLICY

Every effort should be made to administer medication at home. If this is not possible, and your child needs to take or keep medication at school, then please directly hand to a teacher any medication that your child may need (this includes inhalers). **Medication, along with the required forms, must be handed directly to a teacher.**

Teachers will accept medication—inhalers, antibiotics, EpiPens, homeopathic remedies—ONLY if the following requirements are met.

1. It is not possible to administer the medication at home.
2. Medication is in its **original pharmacy labeled container**, with the child's first and last name, the prescribing doctor's name and number, the pharmacy's name and number, the date the prescription was filled, and the date it expires. The original pharmacy labeled container must indicate dosage, route and frequency of administration, and length of time the medication is to be given.
3. The appropriate consent and authorization form—**Permission to Administer Medication**—is returned.
4. For EpiPens, nebulizers, seizure medication, or insulin, a physician or person with prescriptive authority supplies a **Health Care Plan or other written authorization and instructions** for the school to administer the medication (provides details re: the dose, route, and time of administration, as well as any possible side effects or contraindications).

Care Plans and Permission to Administer Medication must be updated annually, and expired medication must be picked up by the parent and replaced.

Administration of Medication

Only staff members certified to administer medication will do so. If medication is administered to your child while at the school, then time, date, dosage, route, and the name of the person giving the medication will be recorded in the ***Medication Administration Log***.

Medication can be administered ONLY if the forms on file are current within the last 12 months. If Care Plans or Permission Slips are expired, we legally **cannot** give medication to your child. ***In the case that emergency medication is kept on site, failure to keep forms and meds current may warrant exclusion from school until all items are up-to-date.***

Storage of Medication

Medication will be stored out of reach of the children. If medication must be refrigerated, you **MUST** provide an additional small, clear plastic container in which to store the medicine and keep it separate from any food or beverages in the fridge.

Disposal of Medication

It's the **parent's responsibility to pick up the child's medication**, either as requested or if the medication has expired. Remember: **sign the *Medication Disposal Log***, indicate the medicine being picked up, and obtain the signature of a staff member/witness. Medicine not picked up within one week of the date of request will be disposed of properly.