**PARENT INFORMATION REGARDING ALL MEDICATION ADMINISTRATION:**

1. Medications received at school in unlabeled bottles, pills in zip-lock baggies and aluminum foil **WILL NOT** be administered.
2. Non-prescription medications (over-the-counter) must be brought to the school in **a NEW UNOPENED** **ORIGINAL** container along with a written parental request that includes parent contact phone number and directions for administering that states the frequency, dose and length of administration.
3. Prescription medications must be brought to the school in the **ORIGINAL** prescription container (dated for current month) labeled with the student’s name, date prescribed, instruction for administering, name of drug, name of issuing Health Care Provider, expiration date, and route medication is to be given.
4. Parents are urged to give medications at home unless prescribed during school hours. Medications prescribed once, twice, or three times a day can be administered at home unless *specifically* prescribed during the school day. Once a day morning medications should be administered at home prior to the school day. Due to safety reasons, the school/clinic will no longer accept ‘back up’ doses to administer in the event the morning med is not taken at home. The parent/guardian is responsible for bringing the missed dose to school.
5. Schools will dispense medication only as directed on the **ORIGINAL** prescription labeled container**. It is the responsibility of the parent/guardian** to notify the school if changes in the medication, dosage, and/or time of administration are requested, **AND** a new **ORIGINAL** container must be provided.
6. For **all** medications to be administered for more than 10 school days (Long Term), the parent/guardian must provide specific instructions, including related equipment needed if necessary, on the a “Parent/Guardian Medication Permission Form” and the “Health Care Provider Medication Permission Form.”
7. **It is the responsibility of the parent/guardian** to inform the school, in writing, of any changes in pertinent data. A new “Parent/Guardian Medication Permission Form” must be provided indicating changes.
8. **It is the responsibility of the parent/guardian** to deliver **ALL** medication directly to the principal’s office or other designated school personnel. It is a violation of the Student Code of Conduct for students to transport medications to school without permission to self carry on file.
9. A “Parent/Guardian Medication Administration Record” **and**, if pertinent, a “Health Care Provider Medication Information Record,” shall be kept relative to each medication taken by the student during the school day. This record will include student’s name, date, and name of medication, time, and signature of school personnel who supervised and/or assisted said medication administration.
10. Long-term medications usually need to be refilled on a monthly basis. **It is the responsibility of the parent/guardian** to keep the school supplied with adequate amounts of medication.

 11. If your child takes a daily *controlled medication*, for safety and security reasons, please

 bring only a **30 day supply per month**. Please bring the bottle with a RX label written in ENGLISH dated for

 the current month. If the prescription calls for a dosage of one and one half pills, please break the

 pills in half before bringing the bottle to school.

12. Upon receipt at school, all controlled medications must be counted by the parent/guardian and the school nurse (or designee) with the amount received properly documented.  Once meds are received and counted, they are considered in school custody and are to stay in the clinic until the last day of school or withdrawal.