If possible, all medication should be given at home. When it is necessary for a student to take medicine during school, the following requirements must be met to ensure our students’ safety.

1. **STUDENTS MUST NOT CARRY OR ADMINISTER THEIR OWN MEDICATION.** The only exceptions are asthma inhalers and Epi-Pens. No students shall accept medication from another student.

2. The school nurse has a supply of several non-prescription (over the counter) medications available to students if a medical need should arise during the school day (headache, cramps, cold symptoms, etc.) A complete listing of these physician-approved medications is found on the enclosed “Emergency Care, OTC, Medical Permission form.” This medication will only be given to your child with your signed permission. This form will be kept on file in the nurse’s office, effective for the entire school year.

3. **ALL** prescription and all other over-the-counter medications require a separate signed [permission form](#) (Physician and Parent Request for the Administration of Medication by School Personnel).

   - This form includes the name of the medication, dosage, time it is to be given, duration, and any side effects to be reported.
   - **If we do not have your written permission and the written permission of your physician, the medication will not be given.**
   - The medication must be in the original container and have a fixed label, which indicates the student’s name, name of the medication, dosage, method of administration and time of administration. Pharmacists will divide medication into an additional labeled container for school use if requested.
   - The medication and the signed permission forms must be brought to the school by the parent/guardian.
   - New permission forms must be resubmitted each school year, and are **necessary for changes in medication orders.** Permission forms may be faxed.
   - If your child is taken off a medication or will no longer receive it at school, please put your request in a dated written note. If the medication is not picked up from the nurse or school office within 10 days, it will be properly disposed of.

These practices ensure that medication is given safely at school, and we are grateful for your cooperation.