

Administration of Medication

Medications should be given at home whenever possible. Once a day medications should be given at home, before school. If medication must be taken with food, milk or toast can be given with it at home. If medication is twice a day, both doses should be given at home, before and after school, unless specified differently on prescription.

If your child must take medication at school, before any prescribed medications can be given, an *Administration of Medication Form* must be filled out completely by the prescribing physician and signed by both physician and parent/guardian. If medication changes (dose/strength, time), a new *Administration of Medication Form* must be filled out and signed by physician and parent/guardian.

If more than one medication is to be given, an *Administration of Medication Form* must be filled out and signed for each medication.

If your child needs to take any over the counter medication, a note from parent stating name of child, name of medication and the amount and time to be given must be signed by parent/guardian.

All medications, whether prescription or over the counter, must be in its original container with name of medication and directions and child's name if prescription.

Medication cannot be brought to school by a student unless authorized for self-administration.