

Medication Policy

1. For every nonprescription medication to be taken at school a parental authorization form must be filled out by the parent. The school nurse or other designated individual may **not** give any medication without parental permission. This form must be on file at the school office for medication administration.
2. Prescription medication that is to be taken at school (including inhalers and Epi-pens) must have a prescription school form or a prescription from the physician indicating that the medication is to be given at school. This form is on the school website or in the school office.
3. Medications that are to be taken during school hours **must** be brought to the academy office at the beginning of the school day. The medicine must be plainly labeled with the student's name, the name of the medicine, dosage, and the reason they are taking it. Medicine that is not labeled will not be given. Medications are not to be carried or kept in the child's backpack, desk, or locker. This is for the protection of ALL students.
4. A student may only keep life preserving medication (i.e. Epi-pen, inhaler) with them during the school day. The school nurse or other designated individual must clear this. The student will be expected to demonstrate his/her ability to self administer the medication. **The school office must have a backup inhaler or pen for emergencies.**
5. If your child will be taking the same medication for several days, you may send in all of the medication on the first day with specific instructions how the medication is to be given. Example: Your child needs to take Amoxicillin 1 tsp 3 times a day for 7 days. On the first day back, you could send in either 3 tsp Amoxicillin with specific instructions to give 1 tsp at 12 noon for the next 3 days. Please make sure to label the dosage when it is to be given.
6. Special exception will be given for drops/ointments. Please note if the bottle is to be sent home again on the same day as which it is brought.
7. The school office will **not** have a large supply of cough drops. Students may bring cough drops with them to school. A permission note from the parent is required. Elementary students should give the note to their teacher. Secondary students should have the note signed by the school office.
8. If your child takes Tylenol or Ibuprofen frequently, please send in a bottle for his/her use. The unused medication will be returned to you at the end of the school year.

We require parental authorization before any medication is given. If parental authorization forms are not completed, the nurse or office staff will call you for permission, if your child should need a Tylenol or Ibuprofen.

Revised 8/07