

## **Procedures for Administering Medications at School**

To ensure safety of all students at our school, the following guidelines should be followed when medications are to be sent to school:

1. Administration of prescription and over-the-counter medicine (even for a short period of time) is discouraged. Parents should check with their physician regarding the need for medications to be administered at school. Medications prescribed for three times daily often can be given before school, after school, and at bedtime.
2. All medications (prescription and nonprescription) must be taken by the parent/guardian directly to the clinic for safe storage. Children are not allowed to transport medications!
3. All medications, both prescription and over-the-counter (including cough drops), must be accompanied by a complete Administration of Medication Request form.
4. All medications must be in the ORIGINAL CHILD PROOF CONTAINER. Prescription medications must be in the labeled prescription bottle. Medications stored in envelopes, baggies, etc., will not be administered. The pharmacy will give you an extra labeled prescription container upon request.

If you have any questions about this procedure, please call the clinic at 678-765-5265 between the hours of 9:00am and 3:00pm.