



# IDA HIGH SCHOOL MEDICATION POLICY

Dear Parents:

Please return the Medication Authorization Form (on the reverse side) to the school as soon as possible to enable us to aid you in administration of your child's medication.

We also ask that you follow these instructions when sending medication (prescription and/or over-the-counter) to the school. All medications must be brought to the office by a parent and dispensed by the office staff. Students are not allowed to have medications in their possession or take medications without the supervision of the office staff. The medication must be in its original container and be accompanied by written instructions from the student's physician and parent. The required form for providing this information is on the reverse side of this page. Other copies are available in the High School Office.

## **Parent Responsibilities -**

1. All prescription, non prescription (over-the-counter), homeopathic medications shall be given only with a written order from the physician on the Building Medication Authorization Form (available in each building office), which shall include:
  - ❖ Name of student
  - ❖ Name of medication
  - ❖ Specific dosage
  - ❖ Route of administration
  - ❖ Time medication is to be given
  - ❖ Date of authorization and termination of administration.
2. Written Permission of parent or guardian must accompany the physician's order.
3. Any change in medication, dosage, or time will require a new authorization form to be completed.
4. All prescription medication must be administered only from containers properly labeled by a pharmacist.
5. All over-the-counter and homeopathic medication must be in its original packaging.
6. School personnel will not accept medication that is brought to the school wrapped in tissue, baggies, or plastic containers.
7. Medications shall be brought to school by the parent/guardian unless other safe arrangements are made and approved.
8. No medications shall remain in the building over the summer. Unused medication not picked up by the parent/guardian shall be disposed of.
9. The Building Medication Authorization Form shall be renewed every school year, unless otherwise noted on the "STOP DATE" portion of the form.
10. All controlled substances shall be counted together by the parent and staff, and recorded in the student medication record/log when received.