

## **Medication Policy**

- All medication must be brought to the Nurse's Clinic where it will be kept in a locked container or cabinet.
- Students may not possess any form of medication while at school other than while bringing it to the clinic.
- Medication will be refrigerated only if refrigeration is required by the medication's labeling.
- At the end of the school year, all medication left at school will be returned to the parent or destroyed. Over the counter medications will be returned after 5 days.
- It is the parent's responsibility to administer medications, both prescription and over the counter, to their children. The school nurse will only administer medications to students that **MUST** be taken during clinic hours (8:30-3:00).
- It is the parent's responsibility to notify the school nurse if your child has taken any over the counter medication at home if your child has **ANY** medication also kept at the school.
- All medications given by the school nurse must be FDA approved. No cough drops, teas or supplements can be administered by the nurse and may not be brought to school.

### **Prescription Medications**

A designated Great Hearts employee may administer medication to a student provided:

1. Great Hearts has received a written request to administer the medication from a parent/legal guardian of the student. You may obtain a request form from the school nurse or the front desk.
2. Prescription medications must be written in English. Medication must be provided in its original container, bearing a prescription label that includes the student's name, the name of the medicine, directions concerning dosage, the name of the prescribing physician, the name of the pharmacy filling the prescription, and the date the prescription was filled.
3. Prescription inhalant medications, properly labeled, may be carried by the student only if directed in writing by the physician and parent. This request must be filed in the Nurse Clinic. Please request the appropriate form from the school nurse. (Upper school only)
4. All physician's sample medication must be accompanied by a written authorization from the physician.
5. No Great Hearts employee will be required to give medication above the daily recommended dosage by the Federal Drug Administration (FDA).
6. No medication will be dispensed for a missed dose unless written authorization is received from the parent or legal guardian for each dose missed.

**\*\*\*CONTROLLED SUBSTANCES MUST BE DELIVERED BY THE PARENT/GUARDIAN TO THE SCHOOL NURSE. ALL CONTROLLED SUBSTANCES WILL BE COUNTED AND SIGNED FOR UPON DROP OFF/ PICK UP**

