

WCASD STUDENT MEDICATION REQUIREMENTS

Dear Parent or Guardian:

Your child is taking medication at school. All medication must be stored in a locked cabinet in the Medical Office. To avoid confusion concerning the administration of **medication(s)** during school hours and/or school activities, the following requirements **must** be met before any medication will be administered to your child while he/she is in school and/or attending school activities.

At the beginning of each school year, upon enrolling in the school, and/or whenever a prescription change is made, **NEW MEDICATION AND A NEW PRESCRIPTION ORDER MUST** be provided. **A new prescription order is needed for medication dosage or time change.** We request the pharmacist supply two labeled containers, one for home, and one for school.

When a medication is discontinued, we recommend the parent/ guardian provide a written order from the Health Care Provider.

DAILY PRESCRIPTION, TEMPORARY/SHORT-TERM AND HOMEOPATHIC MEDICATION

- A Health Care Provider's (M.D./D.O) note **must** accompany the medication, including date, time of medication, and dosage. A pharmacy label and/or a stamped order **do not** meet the state requirements of a written HCP's signature.
- A parent/guardian note and/or signature requesting medication administration as prescribed by the Health Care Provider **must** be provided.
- Medication must be clearly labeled in the original, most current container from the pharmacy and **must** include:

**Student's Name, Medication, Dosage
Instructions for Administration
Health Care Provider's Name**

NON-PRESCRIPTION MEDICATION

- A parent/guardian note requesting the medication administration with instructions **must** be provided.
- Medication **must** be in the original, labeled container. The expiration date **must** be evident.
- Only over the counter medications described in the current edition of the PDR for non-prescription drugs will be administered.

NO MEDICATION WILL BE ADMINISTERED UNLESS THESE REQUIREMENTS ARE MET. Medications given less than 4x/day should be administered at home, unless otherwise ordered by the Health Care Provider. Please notify your school nurse of changes in your child's health status and/or the need for this medication.

Requirements are from the WCASD's Discipline and Record Policy.