

# MEDICATION PROTOCOL AT SCHOOL

## PARENT RESPONSIBILITIES

### Prescription Medication

1. An Authorization for Administration of Prescription Medication form (9400-HES-005A) must be filled out by the physician, and signed by the parent.
2. A separate authorization form must be filled out for **EACH** medication administered.
3. Changes in medication require a **new** authorization form signed by the physician and parent.
4. Medication must be in the original pharmacy-labeled container.
5. No more than a 30-day supply of medication may be accepted.
6. A responsible adult must deliver and pick-up the medications in the school clinic.
7. Notify clinic staff directly of any medication changes, including discontinued medications.
8. If your child is authorized to receive an early morning medication at school, do not give this dose at home.
9. Discontinued medication must be picked up by parent within one week of the stop date. Unclaimed medication will be destroyed one week after the stop date.
10. During the last month of the current school year, bring only enough medication to be used by the last day of school. Unclaimed medication will be destroyed at the close of the last day of school.

### Non-Prescription Medication

1. The **ONLY** non-prescription medications/over-the-counter medications that will be administered at school are:
  - a. Acetaminophen (Tylenol®)
  - b. Calcium Carbonate (Tums®)
  - c. Diphenhydramine (Benadryl®)
  - d. Ibuprofen (Advil®, Motrin®)
  - e. Sting Relief Pad (2% Lidocaine; external use only)

Any medically required exception to the above non-prescription medication, requires an Authorization of Prescription Medication form (9400-HES-005A) from the student's physician.

2. The Medical Director of PSA Healthcare provides standing orders for these OTC medications to be administered with parental consent and according to the dosage and time on the manufacturer's label.
3. Authorization for Administration of Over-the-Counter Medication (OTC) form (9400-HES-005B) is available in the school clinic for parent to indicate which of these OTC medications can, or cannot, be administered to the student each school year. This form is also available on-line for parents to download from Escambia County School District/Health Services.
4. Over-the-counter medications as listed above are provided and maintained by the school health staff in the school's clinic in the original containers with the manufacturer's label.
5. Notify clinic staff directly of any medication changes, including withdrawal of parental consent.
6. Over-the-counter medications provided by the school will not be administered to pregnant or breast feeding students unless there is an Authorization of Prescription Medication form (9400-HES-005A) from the student's physician.