



PARENT INSTRUCTIONS FOR STUDENTS TAKING MEDICATIONS AT SCHOOL

- 1. Medication should be taken at home if possible. Medications not required during school hours may be declined for administration at school.**
- 2. Medications that a child has never taken before must be started at home before requesting the school to administer them.**
- 3. Medications needing to be given at school are to be brought to and from school by a parent/guardian.**
- 4. All medications (prescription or non) must be in their original container with a current unaltered label. The medication must be unexpired and prescription labels must be dated within the past 12 months.**
- 5. Tablets must be sized for proper dosage (e.g., cut in half, etc.) prior to bringing them to school.**
- 6. Parents should provide the dosing utensils (e.g., cup/spoon) where needed.**
- 7. Limit amount of prescription medication brought to school to the amount needed for 2 weeks or less. Limit the amount of non-prescription medication to 10 doses or less. Please do not bring large quantity sizes.**
- 8. Medication authorization forms must be completed and signed by the parent/guardian before medication is given. Forms are available online and at the school office.**
- 9. Students who carry and self-administer inhalers or EpiPens require physician approval and signature on specific DPS forms, which are also available online and at the school office.**
- 10. Medications will be kept in a secured office area and will be administered by designated trained staff or a school nurse. Emergency medications will be stored in the office area and/or other locations allowed by the student's Individual Health Plan.**
- 11. Parents should encourage their child to report to the office on time if they receive a daily medication. School staff will call the child's classroom if they do not come on their own.**
- 12. Timely refill of the prescription is very important and is the responsibility of the parent/guardian.**
- 13. Expired medications will not be administered.**
- 14. Parents are responsible for their child's medication. Parents must pick up all unused (expired or current) medication when the school requests, and/or by the last day of school.**