



Medication Instructions and Procedures for Parents/Guardians

- A doctor's order is required for **all** medications administered during the school day, **including** over-the-counter medication. Medication to be administered during school hours should be limited to what is absolutely necessary for a child to attend school.
- A completed and signed Medication Administration Form must be on file **for each medication** for the current school year. Any changes to a student's medication must be immediately reported to the school and the Medication Administration Form must be updated.
- A student's Emergency Action Plan, Allergy & Anaphylaxis Plan, Seizure Action Plan, and/or Asthma Action Plan must be renewed **annually at the start of the school year and must be submitted 1 week prior to the first day of school**. Any changes to the Plan(s) during the school year must be immediately reported to the school and a new Plan(s) must be submitted.
- Included with this registration packet is **one** Medication Administration Form. If your child takes more than one medication during the school day, you will need to submit a Medication Administration Form for **each** medication.
- **Medication Authorization Forms and Emergency Action Plans are available on the Giant Steps website in the Parents Corner or available in hard copy upon request.**
- The initial dose of a new medication must be given at home.
- All medication to be taken at school must be brought to the nurse or principal's office by a parent/guardian.
- Medication (prescription or over-the-counter) must be sent to school in the original bottle/packaging.
 - The label must include the child's name, the name of the medication, dosage, administration instructions, and current date. It also must include the prescribing physician's name.
 - If the dose for the medication is less than a whole tablet, you must cut pills before bringing the medication to school.
 - The nurse will notify the parent/guardian when the medication supply is low.
 - When a medication bottle/package is empty, the nurse will contact the parent/guardian to pick it up.
- Medication **WILL NOT** be sent home over breaks unless:
 - A refill is needed
 - The medication has been discontinued
 - Prior arrangements have been made by notifying the classroom teacher and school nurse *1 week in advance*.
 - If medication is to go home, the student's parent/guardian must pick up the medication.
- All medication is to be picked up by a parent/guardian at the end of summer session.