

Bedford County Public Schools

Parent Information About Medication Administration at School

1. Medications should be taken at home whenever possible so that the student does not lose valuable instruction time. **The first dose of the medication must be given at home to decrease the risk of the student having a negative reaction at school. Students should not come to school after taking a new medication for the first time.**
2. If it is absolutely necessary for the student to take medication at school, the “Authorization for Medication Administration” form must be received for each medication and must be submitted to the school nurse/staff prior to the medication being given at school. Use the appropriate Action Plan for asthma, allergy, seizure and diabetes medications. Medication will not be accepted without receipt of the appropriate form.
3. The school nurse/staff must have written instructions from the healthcare provider in order to administer prescription medications. The “Authorization for Medication Administration” form is preferred, but the healthcare provider may use office stationary/form or a prescription pad with the following information:
 - Student’s name and date of birth
 - Duration of medication order/effective dates
 - Name and purpose of medication
 - Possible side effects/actions to take if these occur
 - Dosage, time & route of administration
 - Healthcare provider signature/date
4. **Medications must be brought to the clinic by a parent/guardian.** Students with diabetes, asthma, or life-threatening allergies may carry life-saving medications (insulin, Glucagon, inhaler, Epinephrine Auto-Injectors) throughout the school day with the approval of the physician, school nurse and parent/guardian as indicated on the appropriate Action Plan. **Otherwise, students are not permitted to transport medications to and from school or carry any medication while in school.**
5. Prescription medications- must be in the original pharmacy bottle with a proper label containing the student’s name, name of the medication, dose/amount to be given, healthcare provider name, and time to be given.
 - Prescription information on the bottle label must match the healthcare provider information on the “Authorization for Medication Administration” form. Ask the pharmacy to provide a properly labeled bottle for school.
6. Non-prescription medications (OTC: over-the-counter)- must be in the original package with the name of the medicine and instructions.
 - Non-prescription medication will only be administered according to directions on the label. If a higher dosage is required, the “Authorization for Medication Administration” form must be signed by the healthcare provider.
7. Medication must be given in its original form unless written directions from the healthcare provider state otherwise. For example- open the capsule or crush pill and mix with applesauce/yogurt, etc.
8. Medications will be given no more than 30 minutes before or after the prescribed time.
9. Medication kept at school will be stored in a locked area of the clinic accessible only to authorized school personnel.
10. The student is to come to the clinic or to a predetermined location, at the prescribed time to receive medication. Parents should develop a plan with the student to ensure that the student goes to the clinic at the appropriate time.
11. A new “Authorization for Medication Administration” form is required at the start of the school year and each time there is a change in the dosage or time at which a medication is to be taken.
12. Parents/Guardians should not bring in more than a 30-day supply of a prescription medicine at a time.
13. Unused medications MUST be picked up by a parent/guardian on or before the last day of school or it will be destroyed.