

Guidelines for Medications at School

- Any student needing to take medication during school hours **must have a signed Request for Medication Authorization form** completed by the parent and physician/prescribing healthcare provider.
- **All medication must be in the container in which it was dispensed** by the pharmacist.
- The medication and Medication Authorization form should be brought together to the school by a parent or responsible adult.
- School personnel may not give over-the-counter medications unless prescribed by a healthcare provider. A Medication Authorization form must be completed.
- No new medication can be given until the school nurse has checked it in.
- Routine injectable medication can only be given by a school nurse, parent (or parent-designated adult), or self-administered by the student.
- Changes in medication must be provided by the healthcare provider.
- Medication ordered three times a day or less may not need to be taken at school. The medication should be given before school, after school and at bedtime unless it is time-specific for during the school day. Morning medication should be given at home.
- We have special forms for students who self-carry inhalers for asthma or epinephrine auto-injectors for serious allergic reactions.
- All medication orders must be renewed each school year.
- Unused medication should be picked up by the parent at the end of the school year. Medication not picked up will be discarded.
- **DPS medication forms can be printed from the Health Services webpage (under forms).**