

ALABASTER CITY SCHOOLS MEDICATION PROCEDURES SUMMARY

Dear Parents/Guardians,

Each year, Alabaster City Schools approves medication procedures for all students in the Alabaster City School System. This summary is to inform you of the requirements of the medication procedures, should your child require **Prescription or Over the Counter (OTC)** medications while attending school.

- **All medications**, whether Prescription or Over-the Counter (OTC) **must be turned into the school office by the student's parent/guardian** or other responsible adult.
- **Medications cannot be transported on the bus** (*except emergency medications and approved medications prescribed for self-administration.*)
- No student will be permitted to carry or possess any type of medications, whether Prescription or Over-the Counter, on his/her person at any time (*except emergency medications prescribed for self administration.*)
- **Controlled substances cannot** be approved for self-administration by a licensed prescriber.
- **The parent/guardian must sign a School Medication Physician/Prescriber/Parent Authorization Form (Attachment #1)** before **any** medication, Prescription or Over-the Counter, can be administered at school.
- Over-the Counter medications will require the **parent/guardian signature only** on the medication authorization form (Attachment #1)
- Prescription medication **will require the physician/prescriber signature on the authorization form (Attachment #1) as well as the parent/guardian signature.**
- Prescription **Samples** must have a completed School Medication Physician/Prescriber/Parent Authorization Form signed by the **Prescriber and Parent.**
- If the Prescription medication order is **changed** during the school year, a **new** authorization form (Attachment #1) is required. Both physician/prescriber and parent/guardian must sign the form.
- For **Prescription** medications, a **current pharmacy labeled** container is required which includes the student's name, physician name, name of medication, strength, dosage, time interval, route, and date of drug's discontinuation when appropriate.
- For **Over-the-Counter** medications, **an unexpired, unopened, age appropriate**, original container is required and all manufacturers' labeling must be clearly legible. The student's name must be written on the container.
- The school will not supply any Prescription or OTC medications to staff or students.
- All unused medications not picked up by parents/guardians by the **last day of each school year will be discarded** according to medication procedure guidelines.
- It is the parent's responsibility to make the school nurse aware of any medical services needed for after school activities.

These medication procedures were adopted with your child's safety in mind. If you have any questions concerning these medication procedures, please contact your school nurse.