

**NON-PRESCRIPTION** medication may be administered to students by school personnel only when accompanied by written instruction from the parent/guardian. These instructions shall include:

1. Name of student and date
2. Name of non-prescription medication
3. Purpose, dosage and directions for administration
4. Non-prescription or "over the counter" medication not normally recommended for children shall be accompanied by a physician's order signed by the physician. When the parent/guardian requests the medication be given in a manner other than recommended by the manufacturer, a physician's order signed by the physician is required.
5. The medication shall be in the original container with the label intact.
6. Delaware Community School Corporation reserves the right to refuse and/or limit the administration of non-prescription or "over the counter" medications that are not prescribed by a physician.

**PRESCRIPTION** medication may be administered to students by school personnel only when accompanied by written permission from the parent/guardian AND written instructions from a physician. (The label on the prescription container fulfills the requirement for physician's orders.) The instructions shall include:

1. Name of student and date
2. Name of prescription medication
3. Purpose, dosage and directions for administration
4. Signature of physician

#### **ADDITIONAL ITEMS FOR PARENT/GUARDIAN**

1. All controlled medications (such as Ritalin, codeine, etc.) to be administered at school should be brought to school by the parent/guardian or a designee who is at least eighteen (18) years of age.
2. Medication that is possessed by a school for administration during school hours or at school functions for a student in grades kindergarten through grade 8 may be released only to:
  - (1) the student's parent/guardian; or
  - (2) an individual who is
    - a. at least eighteen (18) years of age; and
    - b. designated in writing by the student's parent to receive the medication.
    - c. A school corporation may send home medication that is possessed by a school for administration during school hours or at school functions with a student in grades 9 through 12 if the student's parent/guardian provides written permission for the student to receive the medication.
3. Parents/Guardians shall sign the "Permission to Administer Medication" form, which is available in all school offices.
4. All long-term medication orders will be reviewed and shall be updated yearly by the ordering physician.
5. All medications shall be presented to the office for control and dispensing purposes.
6. It is the student's responsibility to report to the office for dispensing or use of all medications (unless incapacitated.)
7. All **NON-PRESCRIPTION** and **PRESCRIPTION** medications shall be in the original containers with the labels intact. **MEDICATION WILL NOT BE GIVEN IF THE LABEL HAS BEEN ALTERED IN ANY MANNER.**
8. Any changes in dosage (example: medication dosage increased from 5 to 10 mg.) shall be accompanied by a new physician's order or new pharmacy label/container, and parent/guardian consent.
9. Parental permission forms/notices and written physician statements/orders will be kept on file in the school office.
10. Medications with expired dates cannot be given at the school.