

## **Dispensing Medication at School**

**The following definition of "medication" is adopted for use in this District/School: medication, includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin.**

**Below are procedures that have been created by the District when dispensing medication at school is necessary.**

### **Prescription Medication**

If your child needs a prescription medication dispensed to him/her during the school day:

- A Medication Prescriber/Parent Authorization Form must be completed by both you and your child's physician. This form is available on the Tonda Web site and in the front lobby.
- Items such as an inhaler and Epi-pen may require that your student self carry his/her medication. A Medication Prescriber/Parent Authorization Form for Self Administration/Self Possession must be completed by you, your child, and your child's physician. This form is also available on the Tonda Web site and in the front lobby.
- All prescription medications (including refills) must be brought in by a parent or guardian. Prescription medication brought in by students will be confiscated. A parent or guardian will have to pick the medication up from the office.
- All prescription medication must be received with the label provided to you from the pharmacy.
- The doctor listed on the prescription label must be the doctor who authorizes dispensing the medication on either Medication Prescriber/Parent Authorization Form noted above.
- Receipt of all prescription medications will be counted (if in pill form) in front of the parent or guardian by a staff member in the office. Both the staff member and the parent will initial that medication was received on the medication log that is kept on file in the clinic.

### **Over-The-Counter Medication**

If your child needs an Over-The-Counter medication dispensed to him/her during the school day:

- A Medication Prescriber/Parent Authorization Form must be completed by both you and your child's physician. This form is available on the Tonda Web site and in the front lobby.
- Items such as cough drops and sunscreens require a Medication Prescriber/Parent Authorization Form for Self Administration/Self Possession be completed by you, your child, and your child's physician. This form is also available on the Tonda Web site and in the front lobby.
- All Over-The-Counter medication must be brought in by a parent or guardian. Any Over-The-Counter medication brought in by students will be confiscated. A parent or guardian will have to pick the medication up from the office.
- All Over-The-Counter medication must be received in its original packaging and unopened. All opened and partially used medication will be refused.