



MONTGOMERY PUBLIC SCHOOLS' PROCEDURES FOR ADMINISTERING PRESCRIPTION MEDICATION TO STUDENTS

The goal of giving medication during school hours is to assist students in maintaining an optimal state of wellness thus enhancing their educational experience. Parents/guardians should treat minor illnesses at home. For example, a student with a cold severe enough to require frequent medication should remain at home. Medication prescribed three times a day should be given at home---just before school, upon returning home in the afternoon, and at bedtime. The only exception is medication that must be given before or with meals. The following requirements provide parents/guardians with the guidance necessary to provide safe and proper assistance with medications in school.

1. All medication is required to be delivered to the school office by the parent or guardian. Parents or guardians are required to meet with the school nurse or trained medication assistant to verify and document medication count and authorization forms.
2. A school employee trained to assist with medications will supervise the taking of prescription medication when the School Medication Prescriber/Parent Authorization has been completed.

Note: This form must be completed by the parent/guardian and the prescribing physician before school personnel can assist with medication.

3. The current prescription bottle must be labeled with the child's name and must indicate specific directions. The time to be given must be a specific time (for example, noon, 11 a.m., etc.) during the school day. Samples from doctors are acceptable, but must be accompanied by a doctor's written orders to administer, including the child's name, name of medication, and the time and amount to be taken.
4. The parent/guardian must provide the school with a new signed School Medication Prescriber/Parent Authorization Form at the beginning of each school year and/or before any medication can be given at school. Changes in medication or medication dosage will require a new School Medication Prescriber/Parent Authorization Form and a new prescription bottle.
5. School employees will not assume responsibility for supervising the taking of nonprescription medication or over the counter (OTC) medications. OTC medications will not be administered at school unless the medication is prescribed by a doctor or clinic and the medication is in a prescription bottle with the same directions required for prescriptions. A School Medication Prescriber/Parent Authorization form must be completed.
6. Medication will be dispensed as specified until the parent/guardian requests, in writing, to discontinue or until the supply is depleted. Parents/guardians will be notified when supply is nearly depleted to allow opportunity for replenishment.

7. **Parents/guardians are responsible for picking up any remaining medications at the end of the school term. Any medication left at the school following the last day of the school term will be disposed of without notification to the parent.**