

NORTHAMPTON COUNTY PUBLIC SCHOOLS

7207 Young Street

Machipongo, Virginia 23405

Phone: 757-678-5151

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TO: Parents/Guardians

FROM: Health Services

Subject: Administering Medication at School

If possible, parents are advised to give medication at home on a schedule other than during school hours. If it is necessary that medications be given during school hours, the following regulations "must" be followed.

1. All medication to be taken at school shall be prescribed or ordered by a physician or dentist and permission granted to contact physician/dentist if necessary.
2. A medication form, available in the school's clinic, shall be completed by the attending physician/dentist and parent for long term medication (longer than 4 weeks) and over the counter drugs prescribed by the physician.
3. To give short term medications, only a note from the parent giving instructions is needed. A form is also available in the clinic for this.
4. Medication should be brought to the school by the parent and given to the school nurse or her designee. Secondary students may bring medication to school themselves but the student must carry it to the nurse upon arrival at school.
5. Medication must be in the original prescription bottle appropriately labeled by the pharmacy for both long and short term use. Loose and / or unidentified medication will not be given.
6. Medication will be stored in a locked cabinet and records will be kept in the clinic.

This procedure "must" be followed by both the parent and student if medication is to be given at school.

Direct any questions you may have to the nurse at your child's school. The school clinic numbers are as follows:

Occohannock Elementary School Clinic:	678-5151 Ext. 8039
Kiptopeke Elementary School Clinic:	678-5151 Ext. 6106
Northampton High School Clinic	678-5151 Ext. 4042