



Putnam County Schools--Health Services **MEDICATION AT SCHOOL GUIDELINES (HS-17)**

If at all possible, students should be medicated at home. HOME IS BEST! If it is absolutely necessary that medications are to be administered at school, the following guidelines are REQUIRED.

- **ALL** Medications (prescription or over-the-counter) must have Putnam County Medication form (HS-18) on file. The form must have **BOTH THE PROVIDER AND PARENT SIGNATURE**. Each Medication must have its own form. A new form is needed with any dosage or time change. **NEW FORMS ARE REQUIRED AT THE BEGINNING OF EACH SCHOOL YEAR.**
- No medication will be administered until two (2) hours after the beginning of school or two (2) hours before the end of school. Example: School starts at 8am and ends 3pm, Medication can be given 10-1pm.
- **ALL MEDICATION** must be registered with the school nurse. **Medications must be brought in by an adult.** Medications cannot be sent to school with the child. Possession of unregistered medication is a violation of the School's Substance Abuse Policy and will be enforced accordingly.
- Medication brought in must be in **ORIGINAL CONTAINER/PHARMACY BOTTLE** with the appropriate label. Medication in other containers will not be administered at school. **FIELD TRIP ACTIVITIES REQUIRE A 2ND EMPTY LABELED BOTTLE FOR DAILY MEDICATIONS-PARENT MUST PROVIDE.**
- **If a student requires a one-half (1/2) tablet of medication, it is the parent's responsibility to prepare the tablets at home.**
- Measuring devices must be provided for liquid medications. Spoons or silverware is not acceptable.
- No more than twenty (20) day supply of medication will be stored at school.
- First and second time administration of any medication will not be done at school because of possible allergic/adverse reactions. This also includes any increase in dosage or frequency.
- Student may self-administer medication with parent and physician approval. The school will assess the situation and determine if the student will be approved for self-administration.
- Medications that are no longer needed or at the end of the year must be picked up by an adult. The school nurse will send home notification when it can be picked up. **PLEASE PICK UP MEDICATION WHEN RECEIVE LETTER.**

Any questions or concerns regarding medications should be directed to your school nurse.