

SANFORD SCHOOL DEPARTMENT MEDICATION GUIDELINES

School personnel cannot replace you, the parent or guardian, when a child requires special care for a health problem. We do, however, depend upon you to help us provide a safe environment while your child is in the school setting. At times, it may be necessary for a student to have medication administered while at school. In the event no alternatives exist, the parent may request in writing that medication is administered at school during school hours.

In order for medications to be administered at school:

1. You must provide the school nurse with a completed “Student Medication Authorization Form signed by both the parent/guardian and physician/prescriber. Forms are available at www.sanford.org under Documents->Forms->Health Forms.
2. The medication must be brought to school by an adult and submitted to the school nurse. Please do not send medication to school with your child.
3. All medication must come in the original labeled container and include the name of the medication, dosage, student’s name, physician’s name and instructions for dispensing including time and amount to be given. Pharmacies are willing to provide a separate container for school. Medications that are prescribed two or three times a day should be taken at home around school hours unless otherwise specified by the doctor, dentist or medical practitioner.
4. Improperly labeled medication, i.e. that which is brought to school in baggies or envelopes cannot be administered.
5. If there is reasonable doubt, no medication will be administered until a parent can be contacted.
6. As a general rule, over-the-counter medications will not be given at school unless otherwise directed by a doctor, dentist or medical practitioner. Please administer cough syrup, decongestants, etc. at home prior to the student entering school for the day. A small supply of pain reliever is kept on hand in the nurse’s office and can only be given with parental permission.
7. Students shall be permitted to carry or self-administer prescription medication (epi-pens/inhalers) in school under special circumstances and with written approval of the school nurse, the parent/guardian, and the physician, dentist or medical practitioner.

We thank you in advance for your cooperation and look forward to working with you throughout the year. If you have any questions, please contact your child’s school nurse.

Sincerely,
The Sanford School Department Nurses