

# Shelby County Schools Medication Procedures Summary

revised 1/2020

**Dear Parents/Guardians,**

The following summary is to inform you of the requirements of the medication procedures, should your child require **Prescription or Over-the-counter (OTC)** medications while attending school.

- ❖ **All medications**, whether Prescription or Over-the-Counter, ***must*** be turned into the school office by the student's parent/guardian or other responsible adult.
- ❖ **Medications can NOT be transported on the bus by the student** (*except for emergency medications and approved medications prescribed for self-administration and carry on person, both require physician signature on authorization form*).
- ❖ No student will be permitted to carry or possess **any type of medications**, whether Prescription (controlled or not controlled) or OTC, on his/her person at any time (*except emergency medications and physician approved medications prescribed for self administration and carry on person*). Controlled substances require extra considerations and documentation to be self-carried.
- ❖ **The parent/guardian must sign a School Medication Authorization Form** before any medication can be administered at school.
- ❖ **Over-the-Counter medications will require the parent/guardian signature only on the medication authorization form and is valid for the entire school year**
- ❖ **Prescription medication will require the physician/prescriber signature** on the authorization form **as well as the parent/guardian signature**.
- ❖ If the **Prescription medication** order is **changed** during the school year, a **new** authorization form is required. Both physician/prescriber and parent/guardian must sign the form.
- ❖ For **Prescription** medications, a **current dated pharmacy labeled** container is required which includes the student's name, physician name, name of medication, strength, dosage, time interval, route and date of drug's discontinuation when appropriate. The amount signed into the health room can NOT exceed the amount dispensed at the pharmacy.
- ❖ For **Over-the-Counter** medications, an **unexpired, unopened, age appropriate, original manufacturer's container** is required and all manufacturer's labeling must be clearly legible. The student's name **must be written on the container**.
- ❖ The school will not supply any Prescription or OTC medication to staff or students.
- ❖ School stocked emergency medication are for school use only and cannot be removed from the school campus. Parents should provide any known emergency medication for their student if one has been prescribed.
- ❖ All unused medications not picked up by parents/guardians by **the last day of each school year will be discarded. No medication, including emergency, can be kept over the summer months.**
- ❖ **Non-FDA approved supplements/substances used to treat medical conditions, including essential oils and CBD type oils, can NOT be administered at school. Students, parents and staff are not allowed to possess CBD oil substances on school property. This includes students enrolled in physician-guided studies per federal law.**

These medication procedures were developed with your child's safety in mind. If you have any questions concerning these medication procedures, please contact your local school nurse. Medication Authorization forms are available upon request or can be found on the Shelby County Website in the Student Health Services section.