

## WILLIAMSBURG SCHOOLS GUIDELINES FOR MEDICATION ADMINISTRATION IN SCHOOL

- Medication **MUST** be brought to and from school by a parent/guardian or responsible adult.
- **All medication must be in its original prescription labeled bottle or original manufacturer container.** Medication will not be accepted any other way.
- ALL medication will be kept locked in the nurse's office.
- No more than a thirty-day supply of medication should be delivered to the school.
- **A physician's written order is mandatory** for any medication (ibuprofen, inhaler, Benadryl, epi-pen, lactase enzyme, Ritalin, vitamins, allergy medication, homeopathic treatments, etc) whether over-the-counter or prescription.
  - There are only two exceptions to having as physician's order:
    1. Your child may be given regular strength (or according to body weight) acetaminophen (Tylenol), ibuprofen (Advil, Motrin), Benadryl, and/or calamine lotion with only a parent/guardian consent because there is a standing order in place from the school physician.
    2. Your child has been prescribed an antibiotic for ten days or less and you have sent in only the doses needed during school hours in the original prescription bottle with written parent consent.
- **A parent consent form MUST be completed and signed** before a child can receive any medication in school. Completing and signing the emergency information sheet at the beginning of the school year or completing a separate parent consent form can give consent for standing order medications provided in school. A list of standing orders is available upon request.
- A medication administration plan also needs to be signed by a parent/guardian.

*The guidelines above follow MDPH (105 CMR 210.000) and exist solely to protect the health and safety of your child. If you have any questions or need to obtain forms necessary for medication administration during school hours, please contact the school nurse at 268-7345 or 268-8421.*