



Information About Medication Administered at School

Important Information About Medications in School Settings: *Please read prior to completing the "Permission for School Administration of Medication" form.*

1. When possible, medications should be given before or after school by a parent/guardian.
2. Initial doses of a medication that a child has never taken before should not be given at school.
3. A written prescription is required for medications, ***including over-the-counter medications that are given on a daily basis***. The "Permission for School Administration of Medication" form, when signed by an authorized prescriber, may serve as the written prescription. Stamped signatures will not be accepted.
4. A parent/guardian **written** consent is also required. Stamped signatures will not be accepted.
5. A **separate** form must be completed for each medication.
6. Space for medication storage in school settings is limited; therefore, to the extent possible medication quantities to be stored at school should be limited.
 - a) Controlled substances must be limited to no more than a **31-day supply**.
 - b) If it is necessary to store an over-the-counter medication at school, small containers of the medication should be purchased and provided to the school.
7. The safety of your child is important to us, for this reason no over-the-counter medication will be administered before **10:00am or after 1:30pm for elementary students or before 10:00am or after 2:30pm for secondary students without parent verification**
8. Prescriptions for over-the-counter medications at school:
 - a) Should be for specific conditions that a child is known to experience (e.g. menstrual cramps, headache not due to injury, pain due to sickle cell), and,
 - b) Should be medication that the prescribing health care practitioner has deemed appropriate based on the child's medical history, and,
 - c) Should list the generic name of medication if use of a generic product is permitted.
9. Prescriptions must be renewed, at a minimum, at the beginning of each school year.
10. Schools may decline to administer certain medications if deemed inappropriate for a school setting. In that event, the parent and the health care practitioner will be notified.
11. Medications that make students drowsy and unable to participate in educational activities may not be appropriate for school administration.
12. A responsible adult should deliver the medicine and the permission form to the school. The medicine must be in the original pharmacy labeled container or, in the case of over-the-counter medications, in the sealed manufacturer's container with the manufacturer's label intact. Parents/guardians should attach a label with the student's name to over-the-counter medications; the name label must not cover the medication manufacturer's label.
13. Additional Spartanburg School District Seven rules and procedures may also apply.