



## SCHOOL MEDICATIONS GUIDELINES AND PROCEDURES

If a student needs to take medication during the school day, whether it is prescription, over-the-counter, herbal cough drops, headache medicine, or an inhaler, an adult on the emergency card may bring the medication to the health office to administer to that student.

**OR**

Medication may be kept in the health office and administered under the supervision of a staff member if:

- The Authorization for Medication Taken during School Hours form is completed and signed by both physician and parent/guardian detailing the name of the medicine, dosage, and method and frequency of administration of the medication. This form must be completed for EACH medication.

**AND**

- The medication is delivered to the school in the original container with the student's name, name of the medication, dosage, method of administration and time schedule. Over-the-counter medication should be in an unopened package.

If it is medically necessary for the student to carry a medication for asthma, anaphylactic shock, or diabetes, the student may do so if: the Authorization for Medication Taken during School Hours form is completed by both physician and parent, and it notes that the child has been trained to self-administer.

The Authorization for Any Medication Taken during School Hours form is available in the school office or may be downloaded from Weathersfield website at [http://www.conejousd.org/weathersfield/General Info/Health](http://www.conejousd.org/weathersfield/General%20Info/Health).

A new Authorization for Any Medication Taken during School Hours form must be filled out EACH school year. Medication must be picked up the last week of school.