**Parent Fact Sheet for Medication at School**

**Please note: Medications will be administered at school ONLY when it is ABSOLUTELY necessary**

If it has been deemed necessary for medications to be administered at school the following guidelines MUST be followed:

A. **No medication will be administered to your child without a completed Prescriber’s Medication Order Form (PMOF) and properly labeled medication container.**

B. **When medication is brought or sent to school please do the following:**
   
   a. Notify the school staff prior to the medication being brought or sent to the school.

   b. A completed PMOF to accompany the prescription or non-prescription medication(s) which is completed with the prescriber’s signature, address, phone number and current date. A new medication form MUST be submitted:
      
      - At the beginning of each school year (dated no more than 90 days prior to the next school year)
      - When there is a change in dosage, time, or frequency of the medication is to be given or specialized services

   c. **Prescription medication** will not be accepted by the school system unless the label matches the order and contains the following:
      
      - The pharmacy name, address, and phone number
      - Prescription number
      - Date prescription was filled
      - Name of student
      - Name of medication
      - Directions for administration
      - Quantity provided
      - Any special instructions (often a colored sticker)
      - Name of physician
      - Number of refills
      - Expiration dates (except for prescriptions filled in federal facilities)

   d. **Non-prescription medication** (over-the-counter) must come to school in the original non-opened container

C. **Parents MUST give the first dose** of any non-emergency NEW prescription or over-the-counter (OTC) drug.

D. Controlled substance medication such as Methylphenidate, **MUST** be brought to the school by the parent, counted, and recorded on the Medication Inventory for Controlled Drugs with the school nurse or school staff member.

E. **When your child needs specialized medication such as: nebulizer treatment, inhaler, Epi-pen, or diabetes management, notify Health Services IMMEDIATELY.** There are special forms that you need to take to the authorized prescriber. These forms can be obtained at your school or on the school system website www.pgcps.org

F. **Self-carry/self-administration of emergency medication MUST be authorized by the prescriber and supported by the school nurse’s assessment.** The school nurse’s assessment is to determine appropriate capability of safely carrying emergency medication and devise an appropriate plan to assure safe medication administration in school.

G. **For field trips parents MUST provide:**
   
   a. A Prescriber’s Medication Order Form and medication(s) for all prescription and/or non-prescription medications (not administered at school) to the nurse properly labeled at least five (5) days prior to field trips