



## 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](http://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