

# CLELIAN HEIGHTS SCHOOL

## MEDICATION POLICY/PROCEDURE

### PLEASE READ CAREFULLY

All prescribed medication(s) will be administered by the school nurse or a trained licensed medical professional. Only under certain/special circumstances will the school principal or an administrative designee of the school principal be responsible for the administration of scheduled and prescribed medication(s).

#### PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

1. NO MEDICATION WILL BE SUPPLIED OR PROVIDED BY CLELIAN HEIGHTS SCHOOL.
  - CLELIAN HEIGHTS SCHOOL NO LONGER HAS STANDING ORDERS FOR ANY OVER-THE-COUNTER MEDICATIONS. THIS INCLUDES COUGH DROPS, TUMS, TYLENOL, ADVIL, MEDICATED CREAMS/LOTIONS, ORAJEL, ANTIHISTAMINES, ETC.
  - IF YOUR CHILD REQUIRES ANY OF THESE "AS NEEDED" MEDICATIONS DURING SCHOOL HOURS THEY MUST HAVE A WRITTEN ORDER FROM THEIR DOCTOR.
2. **ALL** MEDICATION(S) MUST HAVE A WRITTEN ORDER FROM A PHYSICIAN THAT INCLUDES THE DOSE, TIME TO BE GIVEN AND SPECIFIC/DETAILED ADMINISTRATION INSTRUCTIONS.
3. PLEASE BE SURE TO SEND IN THE CORRECT MEDICATION FOR YOUR CHILD: WHETHER THEY TAKE PILLS, CHEWABLES OR LIQUID PLEASE EXPLAIN ON THE FORM HOW YOUR CHILD BEST TAKES THE MEDICATION. I.E. WITH APPLESAUCE, ETC.
  - **IF PILLS NEED TO BE CUT IN HALF - PLEASE DO THIS AT HOME.**
4. ALL MEDICATIONS MUST BE IN THE ORIGINAL PACKAGING/CONTAINER AND CLEARLY LABELED.
  - Ask your pharmacist to supply a labeled bottle for school use.
  - **Please DO NOT write on/over or scratch out anything on the prescription bottle.**
5. Non-prescription medication (over-the-counter) must be supplied by the parent/guardian and clearly labeled in the original container (directions must be visible).
  - PLEASE INSTRUCT ON THE FORM HOW YOUR CHILD BEST TAKES THE MEDICATION.
6. Written updated orders from the physician must accompany ANY CHANGE in a medication &/or prescription. Please call/contact the school nurse of any changes.
  - THE SCHOOL NURSE HAS THE AUTHORITY TO CONTACT A PHYSICIAN'S OFFICE IF/WHEN NECESSARY.

Thank you.

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