

Regulations for Dispensing Medication Fleming County Schools

The following guideline are for dispensing medications during the school day, after school event, or field trip. **ALL** medication should be given at home when possible. As a reminder, the first dose of any new medication should be given at home. Also, before sending any medication(s) to school, please read and follow the directions below.

Non-prescription Medications/Over the Counter Medications

- The medication(s) must be sent to school in the original labeled container with directions.
- Medications need to be brought to the school by the parent/guardian and will be counted at that time.
- Directions for dosing can't exceed the dose recommended on the labeled bottle without a physician authorization.
- If a student requires an over the counter medication for **more than 3 consecutive days**, a physician will have to complete a medication form giving his/her authorization for the medication to be dispensed at school.
- At the end of the year, you will be required to pick up any unused medication. If the medication is not picked up it will be appropriately disposed of by district nurses per district policy.
- Medication may be given 30 minutes before to 30 minutes after the time medication is ordered.
- If a medication is stopped prior to the "date to stop medication" you must send a note to the school stating the change.

Prescription Medications

- Prescription medications must be in a properly labeled bottle from the pharmacy with the student's name.
- A completed medication form for prescription medication needs to be completed by the physician; this includes the physician's signature.
- If there is a change in the dose of medication for your child; a new form along with a new bottle labeled from the pharmacy will need to be obtained prior to the student receiving the new dosage at school.
- Do not send the medication to school with the student. The parent/guardian must bring the medication to school.
- A pill count will be conducted on controlled substances with two people present.
- Please do not bring no more than a 30 day supply of medication at one time.
- Some medications are instructed to be given three times a day; usually it can be given before school, after school, and before bedtime. Medications that are prescribed two times daily can be administered before and after school hours.
- At the end of the year, you will be requested to pick up any unused medication. If the medication is not picked up it will be appropriately disposed of by district nurses per district policy.
- Medication may be given 30 minutes before to 30 minutes after the time medication is ordered.
- If a medication is stopped prior to the "date to stop medication" that is indicated on this form, you must send a note to the school stating the change.

These forms can be obtained from Fleming County School's website or at each school.