

# Medication Policy

All medications whether prescription or over-the-counter must be brought into the school by an adult. No medication prescription or over-the-counter can be brought onto school property by a student. In order for a medication to be administered in Charles City Public Schools a medication form must be completed and are available in each clinic. All medication forms whether prescription or over-the-counter must be completed by the parent. Over-the-counter/non-prescription meds including fever/pain, antacids, cough drops and/or cough drops.

A prescription med form must be completed by the physician stating the the child's name, diagnosis, medication, dosage, time and the duration the med is to be give along with the parent's signature of consent. If the physician discontinues the medication, the parent must obtain an order from the physician to give to the nurse stating the medication has been discontinued. If the physician changes the medication a new form must be completed by the physician and the parent before it can be administered.

Likewise, an over-the-counter/ non-prescription med form must be completed and signed by the parent. Over-the-counter meds must be brought into the clinic by an adult, in an unopened container. If the over-the-counter med has to be given three (3) consecutive days, the parent will be notified and the medication will be discontinued until the parent has had follow-up with the child's pediatrician. All medications will be kept in the clinic to be dispensed by the nurse, principal, or designee.

Keep-on-Person meds such as Epi-Pens and asthma inhalers will be determined by physician, parent and school nurse with consideration to the age and maturity of the child and whether the child is able to demonstrate correctly the administration and proper use of the medication.

