

# Woodridge Local School District

## MEDICATION ADMINISTRATION INFORMATION

Dear Parent/Guardian:

The Board of Education urges parents to schedule, to the extent possible, a student's medication outside of school hours. If medication (including non-prescription) is to be given during the school day, it needs to be done in accordance with following Board of Education policy:

- A. Obtain appropriate form(s) to be completed by the prescribing physician and parent/guardian. Medication form(s) must be **complete** and returned to the school before medication may be taken at school.
  1. If school is to store and administer medication use "PERMISSION FORM FOR MEDICATION TO BE ADMINISTERED BY SCHOOL PERSONNEL" or "PERMISSION FORM FOR MEDICATION TO BE ADMINISTERED BY SCHOOL PERSONNEL (NON-PRESCRIPTION)". Parent must assure safe delivery of medication to school.
  2. If student is to carry and administer own medication use "PERMISSION REQUEST THAT STUDENT CARRY AND ADMINISTER OWN MEDICATION".
- B. Medication shall be kept in the **original container** in which it was dispensed by the prescribing physician or license pharmacist: Pharmacists will often provide an appropriately labeled container for school if requested.
  1. student's name
  2. name of medication
  3. dosage of medication
  4. times or intervals of administration
- C. Over-the-counter medications (non-prescription) must be in original container with student's first and last name, dosage, and times or intervals at which medication is to be dispensed. Information must be clearly marked.
- D. New forms must be submitted at the **beginning of each school year** and when any **information (medication, dosage, time frequency, etc.) changes**.

Attached you will find copies of the four (4) forms mentioned above. Additional forms may be obtained at the school office. Many parents take the forms with them to physician appointments. (If medication is prescribed time and energy can be saved by getting forms completed during one (1) visit.) Thank you for your attention in this matter to safeguard your child's health.

9/1/01  
8/02