

SUBJECT: **AMERICAN HERITAGE/ACADEMY MEDICATION POLICY**

Dear Parent/Guardian:

According to School Board policy, private or public schools may not administer any medication(s) to students during school hours unless a **Medication Authorization Form** is completed by the prescribing physician and signed by the parent/guardian. Completed forms for chronic or long-term conditions will remain current for one year. In case of acute illness, medication shall not be given for more than one week. The Medication Authorization Form can be obtained at the school clinic.

All medications will be secured in the clinic and administered by the school nurse (or designated school personnel trained in medication procedures.) **It is against school policy for any student to carry or administer any medication, over-the-counter or prescription drugs, while on the school campus.** This policy will be strictly enforced. If at all possible, medications should be scheduled to be given prior to or directly after school rather than during school hours. Asthmatic and diabetic students trained in self-care should monitor and treat their condition as needed; clinic nurse should be advised. The student's individualized health/treatment plan provided by their physician will be made available to the appropriate school personnel.

Medications given at school **MUST** be provided in **current original containers** with original pharmacy labels. Have the pharmacist fill your prescription in two labeled containers so there is proper labeling at home as well as at school.

The labels must include: name of student, name of medication, directions concerning dosage, time of day to be taken, name of the prescribing physician and date of prescription. This information **MUST** coincide with the Authorization Form on file.

Parents are responsible for seeing that adequate quantities of medication are provided for the school. Students may not transport medication to school. Medication must be brought to school by an adult.

We will strictly adhere to the above guidelines in dispensing medication for the safety and protection of all students in our school. Please address your questions/concerns to the school nurse at (954)472-0022, extension 3071; fax 472-0573 . Thank you for your cooperation and assistance.

Sincerely,

Candace Mize, R.N.  
Student Health Services