
Camden County Schools

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MEDICATIONS AT SCHOOL PARENT INFORMATION SHEET

1. Be sure if medications are administered at school that at least one dose has been given at home 24 hours prior to school administration, and that there has been no allergic reaction to the medication.
2. Bring medication in an originally labeled prescription bottle from the pharmacy to the front office. Over-the-counter medications shall be brought to school in their **original** containers. Be sure an authorization to administer medications is signed by the parent/guardian. All medication bottle labels will be checked against the authorization form to make sure they match. Expiration dates will be checked.
3. All medications taken at school are to be stored in a locked designated area.
4. There will be no medications kept by the students unless by order of the physician due to the prevention of an emergency situation (i.e. inhaler). These cases will be handled on an individual basis. The principal shall be responsible for security procedures in these cases.
5. Non-prescription medications will be handled in the same manner as the prescription medications with all appropriate forms filled out.
6. Parent/Guardians shall fill out an authorization for medications and also an emergency treatment information form on all students receiving medications while at school.
7. Clinics will be monitored randomly by the school nurse to make certain policy is followed.
8. Medication orders that are changed will be brought to the attention of the principal or the personnel authorized to dispense medications, and a new form filed in the office. The medication bottle should reflect these changes. It is the responsibility of the parent to remove the old medication bottle from the school.
9. Medications will be administered only by trained staff designated by the principal and authorized by the Health Services Department of the Camden County Board of Education. Designees must be trained in the established procedures and must have received copies of the policy.
10. Parents will be responsible for picking up medications at the end of the school year. All medications not picked up will be destroyed.
11. In the event of an allergic reaction and/or medication error, treatment will be administered as written in the emergency treatment form signed by the parent/guardian.
12. Over-the-counter medications will be reevaluated periodically by the school nurse to determine if continuation is appropriate.