

AUBURN ENLARGED CITY SCHOOL DISTRICT
School Health Services

To: Parent/Guardian
From: School Health Services
Re: Administration of Medication in School

The policy for students receiving medication in school is as follows:

1. **NO MEDICATION WILL BE GIVEN IN SCHOOL WITHOUT A WRITTEN PHYSICIAN'S ORDER.** This order must include the student's name, name of medication, dosage, time and dates to be given. The label on the medicine bottle is not sufficient.
2. **A WRITTEN REQUEST FROM THE PARENT FOR THE SCHOOL HEALTH OFFICE TO ADMINISTER THE MEDICATION MUST BE PROVIDED.**
3. Medicine arriving in school in unmarked containers, baggies, etc., will not be given. The medication must be in its original container.
4. The medication should be delivered to the school by the parent/guardian.
5. Do not send aspirin or other single dose medication to school with your child. These medications will not be administered without fulfillment of the requirements stated above. **This also includes cough drops.**
6. The medication will be kept in the school health office throughout the time it is to be administered.
7. Parents will be contacted to make arrangements to pick up discontinued or unused medication.
8. Medications must be picked up at the end of the year or they will be discarded.
9. New physician orders for medication administration are required for each school year.

If, at any time, you have questions or concerns regarding the administration of medication, or this procedure, please contact your school health office.

Thank you for your cooperation.

Updated 10/2009