

## **Medication Policy**

It is likely that sometime this school year your child will have a medication prescribed for the treatment of a health problem. As a general policy, we recommend that children receive medication at home whenever possible. In the event that your physician decides that your child needs to receive medication at school during the school day, both the following procedures must be followed:

MCPS Form 525-13, Authorization to Administer Prescribed Medication, or MCPS Form 525-14, Emergency Care for Management of Anaphylaxis, must be completed by the parent and the physician. If your physician does not have this form in the office at the time the medication is prescribed, a written order on the physician's stationary or prescription pad is acceptable provided it includes the following information:

1. Your child's name
2. Name of medication being ordered
3. Dosage, time, and route of administration
4. Possible side effects
5. The start and end dates for administration

Parent written authorization must accompany this request. Additionally, the following is required no matter what format is used:

1. The first full day's dosage of any new prescription must be administered at home.
2. Medication must be brought to the school by the parent or guardian.
3. Medication must be properly labeled by a pharmacist.
4. **Over-the-counter medication**, e.g., Tylenol, must also be prescribed by a physician and brought to the school by the parent or guardian in the original container with the dosage labeled by the manufacturer and the safety seal intact.

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