



MEDICATION PROTOCOL AT SCHOOL

PARENT RESPONSIBILITIES

Prescription/Non-Prescription Medication

1. A Dispersion of Medication Form (9400-HES-005A) must be completed and signed by the parent/ guardian for each prescription/non-prescription medication provided. Parent/guardian signature must be witnessed by school staff or notarized. Photo identification is required. This form is available in the school clinic and on-line for parents to download from the Escambia County School District website: http://escambiaschools.net/health_services. A physician signature is **only** required if the student is authorized to carry and/or self-administer the medication at school or during a school activity.
2. A separate authorization form must be filled out for each medication administered.
3. Changes in medication require a new Dispersion of Medication Form signed by the parent/guardian.
4. Medication must be provided in the original container.
5. No more than a 30 day supply of medication may be accepted.
6. A responsible adult must deliver and pick up the medications in the school clinic.
7. Notify clinic staff directly of any medication changes, including discontinued medications.
8. If your child is authorized to receive early morning medication at school, do not give this dose at home.
9. Discontinued medication must be picked up by parent/guardian within one week of the stop date. Unclaimed medication will be destroyed one week after stop date.
10. During the last month of the current school year, bring only enough medication to be used by the last day of school. Unclaimed medication will be destroyed at the close of the last day of school.

Stock Over-the-Counter (OTC) Medication

1. The **ONLY** stock over-the-counter medications that will be administered at school are:
 - a. Acetaminophen (Tylenol®)
 - b. Calcium Carbonate (Tums®)
 - c. Diphenhydramine (Benadryl®)
 - d. Ibuprofen (Advil®, Motrin®)
 - e. Sting Relief Pad (2% Lidocaine; external use only)
2. The Medical Director of PSA Healthcare provides standing orders for these OTC medications to be administered with parental consent and according to the dosage and time on the manufacturer's label.
3. Dispersion of Stock Over-the-Counter Medication Form (9400-HES-005B) is available in the school clinic and on the Escambia County School District webpage: http://escambiaschools.net/health_services. The parent/guardian must sign this form and indicate which of these medications can or cannot be administered to the student each school year.
4. Over-the-counter medications as listed above are provided, as available, and maintained by the school health staff in the school's clinic in the original containers with the manufacturer's labels.
5. Notify clinic staff directly of any medication changes, including withdrawal of parental consent.
6. Over-the-counter medications provided by the school will not be administered to pregnant or breast feeding students unless there is signed direction from the student's physician.