



ISD #4 Medication Administration

Dear Parent/Guardian:

Medications may be dispensed in school when the student's health may be jeopardized without it, and when needed to maintain/promote the health of the student so that learning is enhanced.

Please note: ALL medication, including short and long-term medication, whether prescription or non-prescription, MUST be sent in properly labeled containers. School personnel will not dispense medications which are sent to school in improperly labeled containers (i.e. plastic bags, envelopes, aluminum foil, cellophane, etc.)

If your student needs to take medication during school, the school district requires:

"Over the counter" (non-prescription) Medications:

- Signed written permission from the parent/guardian for school personnel to dispense medication.
- Medication **must** be in the original, labeled container which includes the product instructions.

Prescription Medications:

- Signed, written permission from the parent/guardian for school personnel to dispense medication.
- Long-term Medications: An annual statement from the prescribing physician is required which includes the name of the medication, the reason it is prescribed, dosage, time and frequency that the medication is to be given at school. (The physician must write this or use a district form).
- Short-term Medications: The pharmacy label on the prescription container may be used for up to 2 weeks without a physician's statement.
- Prescription medication **must** be in the properly labeled pharmacy container. (Ask the pharmacist for a bottle for home and one for school each time the prescription is refilled).