



## Head-Royce School Medication Administration Policy Summary

Medications fall into four basic categories:

- **Emergency medication** (EpiPens, glucagon, diazepam, etc.)
- **Long term prescription medication** (ritalin, asthma inhalers, seizure medication, etc.)
- **Short term prescription medication** (antibiotics, cough syrup, eye or ear medication, etc.)
- **Over-the-counter (non-prescription) medication** (acetaminophen, ibuprofen, Tums, Benadryl cream and Zyrtec)

In order for school personnel to administer any type of prescribed/ordered medication or to allow students to self-carry and self administer medications, the Head-Royce School prescription/over-the-counter authorization form must be completed and signed by both a parent/legal guardian and a physician/health care provider and a copy submitted to the school nurse.

Parent requests and medical authorizations must have all of the following information:

1. Student Name
  2. Medication Name
  3. Dosage and Route
  4. Time to be given
  5. Reason for required medication
  6. If given as needed, the condition for which it should be given
  7. Physician/Health Care Provider signature and date
  8. Parent/legal guardian signature and date
- The medication must be in the **original prescription/over-the-counter medication container**. It must be clearly labeled with the student's name, medication name, time, dosage and route to be administered. The medication must be delivered to school personnel by an adult. **Any changes in the medication, dosage, or time given must have a doctor's written authorization.**
  - The permission is **valid for a period of one year from date of signing**. Forms must be updated and renewed annually, as per HRS Medication Administration Policy.