

**Jefferson City School District
Division of Health Services**

In an effort to help ensure good health and safety for the students of our schools, we have established the following guidelines:

- **All medication must be provided to the nurse by parent/guardian per Board Policy, medication delivered by student will not be administered until parent comes in to verify.**
- Do not send medicine to school unless it is absolutely necessary.
- All prescription medications must be delivered to the school nurse in the original container. Medications will need the prescription label with doctor's instructions or needs be in the manufacturer's original packaging for over the counter medications.
- Medications labeled three times a day should be given at home: breakfast, after school and at bedtime.
- Medications must be accompanied by this signed consent form from the parent/guardian for staff to administer. All instructions (dose, time, frequency) must match the prescription/medication label.
- Medication for students under the age of 12 must be children's strength. Medication labeled for adults will need a doctor's note to be given at school if student is under the age of 12.
- Health room staff will dispose of all medication (prescription/non-prescription) that has not been picked up by the end of school year or end of summer school if attending.
- District policy states students may not possess medications on district transportation. Therefore the nurse will not send home any pills or liquid medicines with students riding school buses. Parent will need to pick up medicine in health room/main office of school. If there is a form on file for self-carry of certain medications (Insulin, Diazepam, Epi-Pen, Albuterol Inhaler, etc.) those can be taken home with student
- Medications or Treatments that do not meet the requirements per Board Policy will not be administered or performed at school
- Electronic signatures are accepted on form if it needs to be faxed or emailed to the school nurse
- A new medication permission form will be required for any medication changes, or the start of school year.
- A new form is not required if changing schools within the district during the current school year or summer school as the form will be available on student record

Parent's Request for Giving Medicine at School

I request the school nurse/staff member see that my student _____ grade _____

receives the prescription / non-prescription medication _____

prescribed by (Physician Name) _____ during the school year from

(Date) _____ to the end of school and/or summer school (Date) _____

The dosage amount of the medication is _____ MG and the amount of medication to give at each

dose _____ and time(s) to be given _____

This medication will be furnished by me (the parent or guardian) and I will not send the medication to school with the student. Medication is to be presented to the school nurse or office staff in the original container that is properly labeled with the child's name, medication name, amount and time of day to be given along with the physicians name on the container. All controlled substances will be counted upon receipt to the Health Room and counted each day for auditing.

Signature: _____

Date: _____