



To Ensure Quality Learning  
Today For Tomorrow

## **CCSD Medication Administration at School Policy Letter:**

Dear Parent/Guardian:

In accord with the policy of the College Community Schools, if medication is to be given by school personnel, a Medication Permission Form must be completed per the parent or legal guardian. A Medication Permission Form must be completed for each medication your child is receiving at school. The Medication Permission Form is available on the next page or in the school office.

**ALL** Medications must be brought to the school by the parent, guardian, or a responsible adult.

**DO NOT** send medication to school with your child.

The medication must be left in the office in the original, labeled container with the following information:

- 1. Student's name**
- 2. Physician's name**
- 3. Name of medication**
- 4. Strength, dosage, frequency and route of administration prescribed**
- 5. Name and address of pharmacy**
- 6. Date of prescription**

Medication can only be administered as prescribed per label instructions. If the prescription is changed at any time, we must have a new, signed, Medication Permission Form completed by the parent/guardian and an order from the physician indicating the change. The new prescription label is acceptable as a statement from the physician.

Temporary medication such as antibiotics that are to be given 3 times a day will not be given at school. Such medications can be given at home; before school, after school and at bedtime.

**No medication will be sent home with a student.** Parents/guardians must pick up any leftover medications when discontinued, expired, or at the end of the school year.

If you have any questions please contact the school nurse in your students building at 848-5225.

College Community School District Nurses

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