



Mailing Address  
PO Box 6  
Lake Lure, NC 28746

## Medication Administration Policy

Our school has a policy to assure the safe administration of medication to students during the school day. If your child must have medication of any type given during the school hours, including over-the-counter medicine, you have the following choices:

1. Parent/Guardian or designated adult may come to the school and give the medication to your child at the appropriate time(s).
2. Parent/Guardian may obtain a copy of a medication permission form from the school. Take the form to your child's physician and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be completed by the physician for prescriptions. Parent/Guardian may fill out for over-the-counter medications. Forms must have signatures from physician and parent/guardian. Medication must be brought to the school by an adult in a pharmacy-labeled bottle, which contains instructions on how and when medication is to be given. Over-the-counter medication must be brought to the school by an adult in the original container and will administered according to the instructions. If your child will be attending a school sponsored overnight or extended with the fieldtrip, the medication permission form **MUST** be completed and returned to the school nurse at least one week prior to the field trip along with the required medication.
3. Parent/Guardian may discuss with your child's physician an alternative schedule for administering medication (i.e. outside of school hours or school sponsored activities).

School personnel will not administer any medication to students unless they have received a medication permission form properly completed and signed by physician and parents/guardian, and the medication has been received in an appropriately labeled container. In fairness to those giving the medication and to protect the safety of your child.

**THERE WILL BE NO EXCEPTIONS TO THIS POLICY.**