

Hickory County R-1 Schools

*** Skyline ***

Phone: (417) 993-5851

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TO: Parents/Guardians
FR: Health Office
RE: Administration of medication during school hours

While we recommend that medication(s) be administered at home whenever possible, we understand there will be some students who will need to receive daily or as needed (PRN) medications during school hours. Therefore, we are providing the following information regarding medications at school:

Prescription medications:

1. All prescription medications must be in a container with a current pharmacy label including the child's name and dosing instructions. We WILL NOT give a child a prescription medication without it being prescribed specifically for them.
2. A prescription medication form must be completed. It requires your signature as well as the prescribing physician's signature. We will be happy to fax this to your physician in order to obtain their signature.
3. Any time your child's medication dosing changes or stops, we will need a new signed order from your physician. This ensures we are giving your child the medication as their physician requested and provides documentation for future reference as needed.
4. Medication should be brought to the Health Office by a parent/guardian, NOT sent with your child. This ensures we receive the medication as well as protects your child and every child with which they come in contact. If you are unable to personally deliver the medication, you may give it to your child's bus driver and they will bring it to the Health Office.
5. Any extra medication will need to be picked up from the Health Office at the end of the school year or when the medication is stopped. Any unused medication which is not picked up will be destroyed.
6. Due to the frequency of changes made to children's medications, new forms must be filled out at the beginning of the year or anytime a new medication is started.

Over the Counter (OTC) medications:

1. All OTC medications must be in the original manufacturers packaging.
2. We will ONLY give medications as directed on the manufacturers packaging. If your child does not fall into the guidelines (age, weight, etc) we WILL NOT administer the medication. The only way an exception will be made is with a written physician's order.
3. An OTC medication form must be completed. It requires your signature, indicating how, when and why you would like the medication given.
4. If there is a change in your child's health, requiring a change in the use of OTC medications, please advise the Health Office in writing.
5. Medication should be brought to the Health Office by a parent/guardian, NOT sent to school with your child. This ensures we receive the medication as well as protects your child and every child with which they come in contact. If you are unable to personally deliver the medication, you may give it to your child's bus driver and they will bring it to the Health Office.
6. Any extra medication will need to be picked up from the Health Office at the end of the school year or when the medication is stopped. Any unused medication which is not picked up will be destroyed.
7. A new OTC medication form must be completed at the beginning of the school year if your child needs to continue to take the medication.

If you have any questions or concerns, please feel free to contact the Health Office.

Thank you,
Michele Edwards, RN
Terri Keller, Nurses Assistant