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Excellence through Innovation

Health Office Medication Process

- **All medications (prescriptions and over the counter items) must be delivered to the school office by an adult.** All medications for students must be kept in the health office. Students may not carry medication or keep them in their lockers or backpacks unless written permission from the parents and the prescribing physician is on file in the Health Office.
- All medications brought to the office to be administered to a student must be in the original, labeled container. Over the counter items must be labeled with the student's name and come in a **new sealed** bottle or packaging.
- For prescription medications **any change in the dosage or type of medication** given must be authorized in writing by a physician.
- School personnel are not able to provide/administer over the counter medicines to students without first obtaining a medication authorization form signed by the parent or guardian.
- At the end of the year parent/guardians must claim any medication remaining at school or it will be disposed of by the school according to the US Food and Drug Administration.

Any question feel free to reach out to the Health Office staff at 920-748-4633