

**HARFORD COUNTY PUBLIC SCHOOLS**  
**GUIDELINES FOR MEDICATION FOR STUDENTS IN SCHOOL**  
**PARENT/GUARDIAN FACT SHEET**

When a student is taking a prescribed medication, parents/guardians should make every effort to arrange for the medicine to be taken outside of the school day. However, there are occasions when it is determined by a health care provider that a student must receive prescribed medication during the school day, either on a regular schedule or in the event of an emergency (such as bee stings, asthma, or diabetes.) When this circumstance occurs, the following guidelines apply:

- All medication must be accompanied by a written health care provider order. These instructions must contain: the student's name, name of the medication, the route of administration, the exact dosage, time and circumstances of administration, length of time the medication is to be continued, reason for administration, health care provider's name, time and frequency of administration and date of order. Parents/guardians must also provide written authorization to administer medication to their child. For your convenience, a form for this purpose is available from the school nurse. **No medication may be administered to a student, without the required health care provider's order and parent/guardian permission.** Faxed medication orders are acceptable. In some circumstances orders written on health care provider's letterhead or prescription pad is acceptable.
- The parent/guardian should give the first dose of any new prescription or over-the-counter medication at home (except for emergency medication, e.g. Epi-Pen®).
- Medication must be in its original prescription bottle, properly labeled by the pharmacy. Pharmacies can provide a second labeled bottle to accommodate medications that are given at school. Siblings may not share medication.
- Approved discretionary medications are available for occasional use with a signed parental consent. If your student requires any prescription or nonprescription medication on a regular basis, you must obtain a written order from your health care provider and supply the medications
- Parents/guardians or their designee must bring the medication to the school personally. **Students are not permitted to carry medication on the school buses or the school grounds.** Under extenuating circumstances there may be exceptions. This is for the safety of all students.
- No medication will be stored over the summer. The parent/guardian must pick up all medication by the end of the school day on the last day of school. Any remaining medication not picked up by a parent/guardian will be destroyed. No medication will be sent home with a student.
- A new health care provider's order and parent/guardian permission form is required for medications at the beginning of each new school year, and for any changes during the school year.
- Students are permitted to carry cough drops, but must have written parent/guardian permission. No health care provider's order is required.

To ensure the safety of the student taking medications, as well as other students, the following apply:

- All medications are kept in a locked cabinet in the health suite at all times.
- Medication must be taken in the presence of the school nurse, principal, or designee.
- Records are maintained documenting the medication taken, date, time, and who administered it.