

PLEASE READ THE FOLLOWING CAREFULLY

STUDENTS MAY NOT TAKE MEDICATION AT SCHOOL UNLESS FCPS GUIDELINES ARE FOLLOWED:

1. Parent or guardian may authorize administration of the following medications at school by completing, signing, and dating Parts I & II of **AUTHORIZATION FOR MEDICATION**:
 - Over-the-counter medication may be given on an as-needed basis throughout the school year **ONLY** as a pain reliever for headaches, muscle aches, orthodontic pain, or menstrual cramps.
 - Over-the-counter medication for conditions other than those above may be given up to ten consecutive school days.
 - Antibiotics and anti-viral **up to ten consecutive school days**.
2. A physician must complete, sign, and date the order on Part II of the medication form for all medication other than situations noted above. Part I of the authorization form must be completed and signed by the parent or guardian. In addition, the **AUTHORIZATION FOR USE OF INHALER** form requires parent and student signature on Part II as well as the physician signature.
3. Written medication orders on Part II of the medication form must include:
 - Diagnosis
 - Name of medication – no abbreviations
 - **Dosage in mg, ml, or cc**
 - Time at which the medication is to be taken
 - Sequence of medication when more than one is prescribed
 - The exact condition or symptom if given on an as-needed basis
 - Interval between dosages – repeat as necessary is not acceptable
 - Duration of medication order or effective dates
4. Medication label **MUST** match written order:
 - All prescribed medication, including physician samples, must be in a container labeled and dated by a pharmacist or physician with name of student, name of medication, dosage, and time to be taken.
 - All over-the-counter medication must be in the original container and labeled by parent or guardian with name of student, dosage, **route**, and time to be taken.
5. The first dose of any new medication must be given at home.
6. **The parent or guardian must transport medication to and from school.**

7. At the beginning of each school year a new medication form is required. Forms are in the health room or on line at <https://www.fcps.edu/registration/forms>.
8. Each time there is a change in the dosage or time, a new authorization form is required. The new medication order and container label must match.
9. Students must go to the health room to receive medication. Parents should develop a plan with the student to ensure that he or she goes to the health room at the prescribed time. Medication can only be given one-half hour before or one-half hour after the prescribed time.
10. For as-needed medication, parents should inform health room if the medication was given at home before school hours. This will prevent students from receiving medication too close to an earlier dose.
11. Parent or guardian must collect any unused portion of medication within one week after expiration of the effective date on the order form. Medication not claimed within that period will be discarded.
12. Medication that has not been picked up by the closing bell on the last day of the school year will be discarded.