

DISTRIBUTION AND STORAGE OF MEDICATION

If a child is required to bring medication to school, procedures relative to the administration of medication shall only be adopted:

- when requested by the parents/guardians; and
- when authorized by a physician; and
- when medication must be provided during school hours.

If medication must be administered by a designated staff member, signed request/authorization forms from the parents/guardians and the supervising physician, must be obtained whenever a prescription is initiated or changed. These forms are available through the school office. The required authorization forms and the medication shall be delivered to the principal or designated person by the parents/guardians or other responsible person. All medication with the exception of epi-pens will be housed in a safe location. Medication must not be kept in the child's possession (i.e. pocket, back pack, etc.) or in the classroom.