

Procedure for Medication to be Administered at School

When your child needs a medication to be given at school we need you to do a few things.

1. Obtain the proper form from the health room or <http://www.aacps.org/html/Parents/medform2002.pdf>
2. Complete all spaces on the top half of the form and sign
3. The doctor needs to complete the lower half and sign
4. Review form for completeness and accuracy

Incorrectly completed forms will not be accepted.

- “Diagnosis” should reflect the ailment requiring the medication i.e., “asthma”,
- “ pain” should be written if the medication might be given for multiple types of pain
- Medication and bottle must match what the doctor has prescribed
- Ibuprofen covers Advil and/or Motrin
- We cannot accept a medication form that gives a range of dosages, i.e. 2-4 pills or 400-600 mgs. The dosage must be specific.
- The time period the drug is required must be completed.
- If an epinephrine pen has been prescribed for a specific allergy we need the symptoms, that we will give the epinephrine for, spelled out, anaphylaxis is not specific enough. An example might be hives, swollen lips etc.
- The health room staff also cannot accept a bottle of medication that has been opened as this could result in a medication error.

These guidelines are specific and we must follow them. The health room staff will not be responsible for correcting medication orders. Hopefully this will decrease errors on the forms which mandate a return to the doctor to correct the error, thus saving time for all involved. Thank you.