

Important

2009-2010 GERSTELL MEDICATION POLICIES AND GUIDELINES

In order for Gerstell to administer any medication from our health room, the following policy must be followed.

- For each student that requires medication at school, documentation must be completed on the “**Request to Administer Medication**” form and kept on file in the health room.
- The “**Request to Administer Medication**” form must be used for all prescription and non-prescription meds and is to be completed by the authorized prescriber and signed by the parent/guardian. The authorized prescriber will be called if a question arises about your child’s medication.
- Medication must be brought to school by an adult.
- All medication forms must be renewed each school year.

GUIDELINES FOR PRESCRIPTION MEDICATION

A “*Request to Administer Medication*” form must be completed and signed by an authorized prescriber **and** the parent/guardian. This form must accompany the prescription medication in a container labeled by the pharmacist or the authorized prescriber as follows: name of child; name of medication; name of physician; prescription date and expiration date; dosage, route and time of administration; and the conditions for proper storage.

GUIDELINES FOR NON-PRESCRIPTION MEDICATION

A “*Request to Administer Medication*” form must be completed specifying the medicine to be taken and signed by an authorized physician **and** the parent/guardian. One form must be completed for each “over-the-counter” medication. It is best to do this at the beginning of the school year when submitting your forms to Gerstell. Gerstell’s health room will supply the following “over-the-counter” medications, if this form is on file in the health room: Tylenol, Motrin, Benadryl, Advil and Tums (or their generic equivalent). Gerstell’s school nurse or designee, in her absence, may administer the non-prescription medications only if the completed “*Request to Administer Medication*” form is on file in the health room.

If your child will need any other “over-the-counter” medications or if you prefer to furnish the non-prescription medications mentioned above, it will need to be in an original unopened container with the label intact. The student’s name will be put on the container in a position that does not obscure the label.

Note: If there is not a “*Request to Administer Medication*” form on file with the school nurse and your child needs “over-the-counter” medication, a parent/guardian will need to come to school to administer the medication.