



Dear Parent/Guardian:

Pinellas County School Board and **School Health Services** work together to provide safe medication administration to your student while at school. We encourage you to develop a schedule minimizing or eliminating medications at school; however, if a medication is required during school hours, the following guidelines will apply:

Parent, or their designee, must:

- Hand-deliver all medications to school. **NO STUDENT SHALL TRANSPORT MEDICATIONS TO OR FROM SCHOOL.** Medication is not to be given to a bus assistant to deliver.
- Fill out and sign the appropriate forms at school and verify the amount of medication delivered by counting with a school staff member.
- Provide a separate supply of medication for school use. Medication will not be transported between home and school on a daily or weekly basis.
- Cut any medication prior to delivering to school.
- Provide any special supplies for medication administration, such as a pill crusher, calibrated measuring spoon or cup, soft food for mixing, or special drink the child requires.
- Notify the school of any discontinuation of medication, or of any changes in medication, dosage or time. Be aware that any change such as these will require that a new form be filled out and signed.
- Pick up and sign out any unused or unnecessary medication at the end of the school year. Be aware that any **medication remaining at the end of the school year will be destroyed.**
- Fill out appropriate Administration of Medication card:
 - Blue: Used for prescription medication, to be signed by parent.
 - Orange: Used for over the counter products or non-prescription medication, to be signed by both parent AND health care provider.
- Keep all medications in the original pharmacy or UNOPENED, manufacturers container.
- Ensure **prescription medication** has a readable label to include: student's name, medication name, **specific dosage instructions**, date the prescription was filled, health care provider name, and pharmacy name and telephone number.
 - **Ensure the dosage instructions are specific with time of administration during the school day.**
Ex: Daily medication: "Ritalin 5 mg. orally at 11:00 AM daily"
Ex: As needed medication: "Ventolin inhaler 2 puffs every 4 hrs. as needed for breathing difficulties"
 - Do not alter or write on the prescription label.
- Ensure **over the counter products or medications (OTC)** have health care provider order to include: student's name, medication name, **specific dosage instructions**, signature, and phone number.
 - **Ensure the dosage instructions are specific with time of administration during the school day.**
Ex: Daily OTC product/medication: "Apply sunscreen before PE daily"
Ex: As needed OTC product/medication: "Tylenol 325 mg. one tablet every 4 hours as needed for pain"
- Recognize that narcotics, barbiturates, and non-FDA regulated non-prescription herbal products will not be given at school.
- Fill out new medication cards and authorization forms each school year.

Students may carry and self-administer inhalers, Epi-Pens, insulin and pancreatic enzymes **only** if the appropriate authorization form is on file at the school **and** the school nurse has assessed the self-administration to be safe and effective. Only Health Services staff will administer insulin, if necessary.

If there are any questions, please feel free to contact your child's school and ask to speak with the school nurse. Thank you for your cooperation.

Sincerely,

Susan Todd, RN
Pinellas County School Nurse