



**Dear Parent/Guardian:**

To provide safe medication administration at school, Pinellas County Schools has written guidelines that must be followed. We encourage all medication to be given at home. However, if a medication is required during school hours, the following guidelines will apply:

**Policy and Procedure for medication administration at PCS:**

- **STUDENTS MAY NOT TRANSPORT MEDICATIONS TO OR FROM SCHOOL.**
- All parents/guardians must complete a medication form and/or obtain MD signature/order.
- Medications must be counted by a parent/guardian. This count will be verified by school staff.
- If medications need to be cut, they must be cut prior to bringing them to school.
- Pill crushers, calibrated measuring spoons, soft food for mixing, and special drinks must be provided by a parent/guardian.
- Parents/guardians must notify the school of any changes to medications, dosages or administration times. Upon making such changes, an additional form must be signed.
- Parents are required to pick up and sign out any unused or unnecessary medication at the end of the school year or upon request. Be aware that all medications remaining at the end of the school year **will be destroyed**.
- Over the counter products, including but not limited to non-prescription medication, lip balm, and cough drops, will require both parent signature and written health care provider prescription.
- All medications must be in their original pharmacy or **unopened** manufacturers container.
- **Prescription medications** must be given to the school with the pharmacy label attached. Do not alter or write on the prescription label. Prescription medication labels must include:
  - ✓ Student name
  - ✓ Medication name
  - ✓ Specific dosage instructions and time
  - ✓ Date the prescription was filled
  - ✓ Health care provider name
  - ✓ Pharmacy name and telephone number
- **Over the counter (OTC) products** or medications must have a health care provider order which includes:
  - ✓ Student name
  - ✓ Medication name
  - ✓ **Specific dosage instructions and time**
  - ✓ Signature of MD and phone number
- Narcotics, barbiturates, and non-FDA regulated non-prescription herbal products will not be given at school.
- **New medication cards and authorization forms are required each school year.**

The following medications may be self-administered:

- ✓ Inhalers
- ✓ Epi-Pens
- ✓ Insulin
- ✓ Pancreatic enzymes

Students may carry and self-administer **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. The school nurse reserves the right to revoke a student's ability to carry and self-administer medication if the student is assessed to be unsafe.

If there are any questions, please contact your child's school and ask to speak with the school nurse. Thank you for your cooperation and adherence to the Pinellas County School's medication policy.

Sincerely,

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Principal

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School Nurse