

NEW KENT POLICY  
FOR ADMINISTERING MEDICATION AT SCHOOL

Under certain unusual circumstances when it is necessary for a student to take medicine during school hours, the nurse may cooperate with the family physician and the parents if the following requirements are met:

1. Under the Nurse Practice Act, all prescription medication must be prescribed by a physician.
2. There must be a written order from the physician or licensed practitioner stating the name of the medicine, the dosage, and time to be given AND written permission from the parent or guardian. Forms are available in school clinics.
3. All over-the-counter medications require written permission from the parent or guardian which states the medication to be given, the dosage and the time to be given. Forms are available in school clinics.
4. Medicine sent to the school must be in its original container in order for it to be administered to students.
5. No medicines will be provided by the school system.
6. The medicine must come to the nurse in the prescription bottle or original container as in the case of over-the-counter preparations, AND BE TRANSPORTED TO AND FROM THE PRIMARY, ELEMENTARY, AND MIDDLE SCHOOLS BY PARENT, GUARDIAN, OR ADULT DESIGNATED BY PARENT OR GUARDIAN. High school students must turn in all medications to the clinic or office upon arrival to school.
7. All medication administration forms must be renewed each school year.

Please feel free to contact your school nurse with any questions you may have or special circumstances that may exist. Together we can work for the safety and well-being of all of our students.