

EASTLAND PREPARATORY ACADEMY

Parent/Guardian Information

MEDICATION POLICY

If a child requires medications at school because no other alternative is available, the following strict guidelines based on the Ohio Revised Code and the EPA school policy will be followed. A parent/guardian is responsible for providing the school with the medication as well as the appropriate medication request form. School forms for all medication authorizations are available on the website or in the clinic. Parents/guardians of students who participate in school-sponsored, after school, extracurricular activities are also required to provide any separate emergency medications to the coach or supervising staff member.

Before a student may be given medication at school, the following must be received:

- 1) The school's 'Request for Administration of Prescription and Nonprescription Medication Form' for each medication. The forms must be:
 - Completed and signed by the physician/licensed prescriber
 - Signed by the parent
 - A new form must be completed for: change in medication, dosage, time of administration, **start of each new school year.**
 - Completed forms may be brought into the office/clinic or **faxed to 614-547-4494.**
 - Parent/guardian or responsible adult must deliver medication and replacement medication to the school office/clinic. **MEDICATION WILL NOT BE ACCEPTED FROM STUDENTS.** Medication may not be brought to school in backpacks by students.
- 2) Medication must be received in the following manner:
 - Prescription medications are to be in current prescription bottle labeled by the pharmacist. The pharmacy can provide an extra bottle for school upon parent request. Medication sent in any other bottle **will not** be accepted.
 - Over-the-counter medication must be in an original medication bottle and clearly marked with the student's name.

Parents will be called when medication inventory is low for their student.

If the student is taken off the medication or will no longer receive it at school, parent/guardian must submit a written and dated request to discontinue the medication as soon as possible.

At the end of the school year the parent may pick up the student's remaining medication. Medication that is not retrieved by the last day of school for the school year will be discarded.

Thank you for your assistance and cooperation as we work to allow all children to learn in a safe and healthy environment. Please contact the clinic nurse at 614-547-4493 if you have any questions.