

**Deer Park Elementary School
Medication Administration Guidelines**

Dear Parent(s),

The following information outlines steps for parents, to help ensure compliance with FCPS Medication Administration Policy.

1. **ALL MEDICATION requires a completed Medication Authorization Form. Each medication requires its own authorization form – medications cannot be combined on one form. Medication authorization forms must be renewed for each new school year.**

All forms are available at <https://www.fcps.edu/resources/student-safety-and-wellness/school-health-services>.

The following links are provided for specific medication authorization forms.

- **General Medication:**
<https://www.fcps.edu/sites/default/files/media/forms/se63.pdf>
- **Epinephrine:**
<https://www.fcps.edu/sites/default/files/media/forms/se64.pdf>
- **Inhaler:**
<https://www.fcps.edu/sites/default/files/media/forms/se65.pdf>

2. **Part I** is completed and signed by **parent/guardian**.
3. **Part II** is completed and signed by a **physician for all prescribed medications**.
4. Parents may complete and sign Part II **ONLY for over-the-counter (OTC) medications to relieve symptoms of headache, muscle ache, orthodontic pain, or menstrual cramps. OTC medication needed for any other conditions require a physician to complete part II.**
5. **All medication must be in the original container.** Prescription medication containers should be labeled and dated by the pharmacist.
6. **Siblings may NOT share any medication bottles.**
7. **Parents/guardians must transport all prescription medication to and from the clinic.**
8. **It is recommended that medications should NOT expire during the current school year.** If a medication is due to expire, you will be notified by email or phone that it needs to be renewed. Once expired, a medication cannot be administered and must be picked up by parent or discarded.
9. Medications with completed authorization forms will be received during Health Room hours: **M-F from 9:15 a.m.-3:15 p.m.**
10. All medications and corresponding authorization forms will be checked carefully for compliance with FCPS policy. **Please plan on waiting for this check to be done so that any corrections needed can be addressed with you immediately.**

For questions, please contact: School Health Aide, **Chandu Ramakrishna @ 703-802-5010**
OR

Public Health Nurse, Anna Wendland-Budzyn at annawendlandbud@fcps.edu