

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