

**IMPORTANT INFORMATION FOR PARENTS/GUARDIANS AND
PHYSICIANS**

1. Please give your child needed medication at home if at all possible
2. It is recommended that the first full day's (24 hours) dose of any new medication be given at home. If unsure, follow the recommendation of health care prescriber about attending school during the first 24 hours.
3. If it is **ABSOLUTELY NECESSARY** for the student to take prescription, over-the counter or alternative medication at school or on field trips, this *School Medication Administration* form must be completed for each medication and submitted to the health services staff/principal's designee prior to medication being given at school.
4. Medications will be administered by the health services staff. In their absence, the principal will designate a school system employee to assume this responsibility.
5. All medications must be labeled with the name of the medication, name of the student, name of the health care prescriber, date, and directions (e.g., specific time and dose) for administration. Prescription medication must be labeled by a registered pharmacist unless ordered directly from a pharmaceutical company.
6. When a student requires medication by an inhaler or by a mechanical device:
 - a. The health care prescriber must indicate on the school medication administration form if the student may carry the device with him or her and whether the student can use the device with or without supervision.
 - b. The order must be received and reviewed by a Frederick County Health Department registered nurse.
 - c. The parent/guardian or child may demonstrate the use of the mechanical device to the staff person who will monitor or administer the medication by mechanical device and provide information regarding potential adverse effects.