



Medication Administration Policy

Medications are only dispensed during regular office hours between 7:30 am and 4:00 pm. ***Medications will not be given to students during extended day hours or by extended day staff.***

Office Hours: All medications will be administered by the School nurse or designated staff member. All oral medications that do not need to be refrigerated are kept locked in the Lower/Middle School clinic and/or Upper School office. Refrigerated medications are kept in the clinic in the Lower/Middle School. The refrigerator is accessible only to the School nurse and staff members.

Standing Orders: The school will make available a limited supply of “over the counter” medications during school hours. The “*Consent to Dispense Medication*” form must be completed and signed by the parent/guardian. Staff members dispensing medication will check for the signature of the parent/guardian prior to dispensing medication. The signed forms will be kept in each of the clinics. Forms are available at the Lower/Middle and Upper School offices. Note: PK students may not receive medications supplied by the school due to licensing restrictions.

Over the counter medication not supplied by school: Parents requesting over the counter medication to be given to their child during school hours must fill out an “*Over the Counter Medication Form.*” The name of the medication along with dose, dosing instructions, diagnosis, and time frame of medication must be included on the form. A signature of the parent/guardian is required prior to dispensing such medication. The parent/guardian will supply the school with the medication in its original container marked with the child’s name. Dosing instructions must be visible on the container. A physician’s signature is not required.

Sunscreen and Insect repellent are considered to be over the counter medication by Virginia Social Services. These items are not provided by the school. School personnel may not apply sunscreen to children. If your child needs sunscreen, it should be applied before the child comes to school. The regulations allow children over the age of nine to apply their own sunscreen. If a child needs to use sunscreen at school, an “*Over the Counter Medication Form.*” must be completed and signed by the parents. Sunscreen must be in its original container and labeled with the child’s name. Children under the age of 13 may not apply insect repellent themselves. If a child needs an application of insect repellent during the school day, an “*Over the Counter Medication Form.*” must be completed and signed by the parent. The child’s teacher must store the insect repellent out of reach of children and it must be in its original container and labeled with the child’s name.

Medications ordered by a physician: Physicians requesting medications to be given during school hours must fill out the “*Physician Order Form.*” Along with the physician’s signature, the signature of the parent/guardian is also required prior to dispensing said medication. In addition, Social Services requires information on what signs to look for in your child that signifies the need for an epi pen or inhaler. Therefore all PK-8 students who keep an epi pen or inhaler at school must complete an “*Epi pen and Inhaler Use*” form. These forms are available in both school offices.

PK students: Parents requesting over the counter medication to be given during school hours must fill out an “*Over the Counter Medication Form.*” The Parent/Guardian will supply the school with the medication in its original container marked with the child’s name. The duration of the parent’s authorization to dispense medication is 10 working days. Authorization must be renewed every 10 working days.