



WILLIAMSBURG-JAMES CITY COUNTY PUBLIC SCHOOLS
HEALTH SERVICES

Parent Information Sheet

Medication Procedures

While we discourage administration of medication during school hours, we do request whenever possible, that medication doses be scheduled during times other than school hours. However, we recognize that this may not always be possible and will cooperate in administration of medication that must be given during school hours with the following understanding:

ALL prescription medication must be ordered by a health care provider. Medication can only be dispensed as written by the prescriber. The WJCC Schools "Medication Authorization" form must be completed by the prescriber and the parent. **Medication orders must be renewed on a new form each school year.**

Over-the counter (OTC) medications may be administered at school with parent consent. The "**Consent to Administer Over-the Counter Medication at School**" form must be completed and turned in to the school nurse prior to administration of the OTC medication and every school year.

All medication (prescription and OTC) must be brought to school by the parent/guardian in its original container stating the dosage and method of administration as advised or prescribed by the legally authorized prescriber.

Secondary school students may bring medication to school in its original container provided it is delivered to the school nurse as soon as the student arrives at school.

Elementary students may not bring medications to school under any circumstances.

Parents/guardian and health care providers must complete and sign form granting the school nurse permission to administer the medication and to contact the health care provider as needed.

Exceptions may be granted regarding possession and self-administration of inhaled asthma medications by asthmatic students, auto-injectable epinephrine by students with anaphylaxis, and diabetes supplies. Written consent of the parent/guardian and the health care provider is required and must include permission to self-administer these medications. Please see your school nurse to obtain this form.

Certain medications will require a parent/guardian/witness signature with each refill after a count is conducted by the school nurse and/or designee and parent/guardian/witness at the time brought to school.

It is the parent responsibility to provide refills on monthly medications. Refill reminders may be made by school nurse or designee as necessary.

Medication **must** be picked up by parents/guardian at the end of each school year. Medication not picked up by parent/guardian at the end of the school year will be destroyed.