



Health Care Form

OAKRIDGE PUBLIC SCHOOLS MEDICATION POLICY

Dear Parents:

When sending in your child's prescribed medication for authorized personnel to dispense at school, you must follow these instructions:

All prescription medications must be in a Pharmacist's labeled container. Labels must include:

1. Student's Name
2. Physician's Name
3. Name of Medication
4. Amount of dosage and the correct times for dispensing
5. Date (the container must have the most recent date)

Most pharmacies will be glad to provide you with duplicate containers for school use if you request it.

- All controlled substances must be brought to school by a parent/guardian. A medical form must be filled out by a parent/guardian and a physician.
- If the time or dosage of the medication should change, we must have a signed note from the parent/physician.
- Sample medication that you get from your physician's office must be sent to school with written instructions from the doctor and written permission from the student's parent/guardian.
- Any change in the type of medication and/or time of administration should be accompanied by a new physician and parent/guardian permission signatures and a newly labeled pharmacy container.
- If your child has to be on an antibiotic medication 3 times a day, it would be best to give all 3 doses at home. If your doctor states one dose must be given during school hours, bring it to school following our medication policy.
- Over the counter medication must be brought to school in the original container and a medical form must be filled out by the parent/guardian and physician.
- We cannot and will not accept medication brought to school in a baggie or improper container.
- Inhalers kept in the office or carried by a student must have a medical form filled out by a parent/guardian and a physician.
- All medication must be kept in the school office. (Any medication which must be carried by the student will require written instruction from the physician stating that it is necessary for the student to have the medication with them at all times, as well as parent/guardian's signature)
- New medication papers are to be filled out at the start of each school year by the parent/guardian and physician.

In addition to the above, if your child is taken off their prescribed medication for any length of time (such as Ritalin), a signed note from your physician will be required.

Thank you for working with us for the safe dispensing of medications to our students. This is a sensitive area and we all want what is best for the children. If you have any questions, please do not hesitate to contact us at your child's school. Please keep this sheet for your records.

Lower Elementary
Phone: 788-7600
Fax: 788-7614

Upper Elementary
Phone: 788-7500
Fax: 788-7514

Middle School
Phone: 788-7400
Fax: 788-7414

High School
Phone: 788-7300
Fax: 788-7314

Administration
Phone: 788-7100
Fax: 788-7114