

Dear Parents/Guardians:

I would like to share with you some important information about Hampshire County's Medication policy. Our policy states that only medications that are prescribed by a doctor or are deemed necessary for health and/or safety reasons will be dispensed within the school system.

**These guidelines are to be followed:**

1. Over the counter medications, such as Tylenol, cough syrup, cold preparations, etc. will no longer be administered at school without a signed physician order. This change is from the state department and is in effect throughout W.Va.
2. State guidelines require the school to have a completed **Authorization for Administration of Medication Form** for each child whom regularly takes medication at school. This form will be sent home with any child who will be taking long-term medication at school during the school year. Physician signature and diagnosis have been added to this form as recommended by the state. This form **must** be completed entirely as promptly as possible.
3. Antibiotics and other prescription medicine that will be needed for 10 days or less **may** be given if the prescription is labeled correctly and in the proper bottle. Written and signed instructions from the parent must accompany the medicine. All medicines will be evaluated by the staff to determine if it is necessary that it be given during school hours. For example: If a medicine is to be given 4 times a day with meals, we will need to give it with lunch. If a medicine is to be given 3 times a day, it should be given before the student comes to school, after school and at night.
4. Prescription medication must be in the originally labeled bottle from the pharmacist with the child's name, date, dosage and frequency of administration on the bottle. Extra bottles for prescriptions can be obtained from your pharmacist on request. Non-prescription medicine must be in the original container.
5. It is recommended that each student receiving long-term medication during the school year bring in his/her medication on Monday with enough medication for the week in a properly labeled pharmacy bottle. The medication bottle will then be returned on Friday or when it is empty. If the medication is to be administered over several weeks, the amount of medicine needed for the week should be returned to school each Monday.

Thank you for your cooperation. If you have any questions concerning this information, please contact your child's school and leave a message for the nurse.

Rhonda Dante, R.N./ Tamitha Wilkins, R.N.  
Hampshire County School Nurses