



# HAMPSHIRE COUNTY SCHOOLS

## HEALTH SERVICES

111 School Street, Romney, WV 26757 304-822-3528

August 2023

Dear Parents/Guardians:

Please see the following information about Hampshire County's Medication policy. Our policy states that only medications that are prescribed by a doctor or 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, Ibuprofen, cough syrup or cold preparations, are not administered at school without a signed physician order. The High School has limited over-the-counter medications that can be given if there is a form on file with the school, signed by the parent/guardian.
2. State guidelines require the school to have a completed **Authorization for Administration of Medication Form** for each child who regularly takes medication at school. This form is available at your child's school and online. This form needs to 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 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 upon request. Non-prescription medicine must be in the original container.
5. Medication should be brought to school by the parent/guardian in its original bottle. It is recommended no more than 30 days at a time.
6. Peppermints, Vitamin C throat lozenges, OTC ointments and/or sprays, such as antibiotic ointment, hydrocortisone cream, burn cream and orajel, may be available in the nursing clinic. If you do not want your child to have any or part of these items listed, please call your school nurse.
7. A parent note is required to apply sunscreen on your child.

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 school nurse.

Hampshire Country School Nurses