



MEDICATION ADMINISTRATION GUIDELINES FOR HOMEOPATHIC & OVER-THE-COUNTER MEDICATIONS

Dear Parent/Guardian,

I would like to take this time to acquaint you with the Snowflake Unified School District's procedure/guidelines for administering medication to our students. If your child must have medication during school hours, please read and understand the following guidelines for medication administration.

1. Homeopathic/Herbal medications: These medications including Vitamins, Herbs "Natural Remedies", dietary supplements, therapy oils are not considered to be over-the-counter medications, but **require written permission for administration by both a healthcare provider authorized to prescribe in Arizona and a parent/guardian.**
2. Over-the-counter medications: Written parental permission is required for administration of over-the-counter medications. Medication must be FDA approved and sent to the school in the original manufacturer's container with the label intact. **If a student requires a dosage outside the manufacturer's recommendations, a healthcare provider's authorization for the variation is required in addition to the parent's signature.**

It is recommended that over the counter medications not be administered for more than 5 consecutive days. Administration of medications for more than 5 days requires a physician's order and parent consent.

3. Transportation of medications: Parents/guardians are requested to be personally responsible for the delivery of student medications to and from school, and should hand them directly to the nurse, secretary, or other school official. **Students cannot carry medication on the bus or on their person it is a violation of school and state policy.** Any medication sent to the school without the labeled container will be kept in the health office to be returned to the parent. Additionally, any unused medication will be available for pickup at the end of the school year by the parent/guardian. Any medication not picked up will be discarded. The schools will not send unused medication home with students.

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed, a signed doctor's consent, and the medication has been received in an appropriately labeled container. To protect the safety of your child there will be no exception to this policy. Thank you for your cooperation.

Please feel free to contact your individual school health tech or my office if you have any questions or concerns regarding your student's medication needs please contact:

Kim Stevens, RN
District Nurse Supervisor
928-243-5931 or 928-536-4156 X7729