



SCHOOL MEDICATION **GUIDELINES AND PROCEDURES**

If a student needs to take medication during the school day, whether it is prescription, over-the-counter, herbal cough drops, headache medicine, or an inhaler, an adult on the emergency card may bring the medication to the health office to administer to that student.

OR

Medication may be kept in the health office and administered under the supervision of a staff member if:

- The *Authorization for Medication Taken during School Hours* form is completed and signed by both physician and parent/guardian detailing the name of the medicine, dosage, and method and frequency of administration of the medication. This form must be completed for EACH medication.

AND

- The medication is delivered to the school in the original container with the student's name, name of the medication, dosage, method of administration and time schedule. Over-the-counter medication should be in an unopened package.

If it is medically necessary for the student to carry a medication for asthma, anaphylactic shock, or diabetes, the student may do so if: the *Authorization for Medication Taken during School Hours* form is completed by both physician and parent, and it notes that the child has been trained to self-administer.

The *Authorization for Any Medication Taken during School Hours* form is available in the school office or may be downloaded from the Los Cerritos Middle School website at <http://www.conejousd.org/loscerritos/Parents/Health.aspx>.

A new Authorization for Any Medication Taken during School Hours form must be filled out EACH school year. Medication must be picked up the last week of school.