BOSTON RENAISSANCE CHARTER SCHOOL MEDICATION POLICY

If medication cannot be given at home and your child must take medication in school, the following procedure must be followed: **All medication must be accompanied by a written doctor's order and a written parent permission form.** Telephone permission is not acceptable for any medications. This includes both prescription and over the counter medications. It also includes both long term and short-term medications. The doctor's order form and parent permission form must include the following information (1) Diagnosis (2) Name of the Medication (3) Exact Dose (4) Exact Time of School Dose Administration (5) Duration of Prescription (6) Signature of physician/parent and contact numbers.

In addition the following policies must be observed regarding administration of medications (includes oral and inhaled medications):

- The School nurse is the only staff member authorized to give medications to students. (Certain exceptions may apply for field trips.)

- All medications must be supplied by parents including Tylenol and Motrin or similar medications.

- **Children must not carry medications in school.** Parents must deliver and pick up medications to/from the health office.

- **New medication forms must be filed in the health office each school year.**

- Parents should keep track of the supply of medication and the expiration date in order to replenish the supply when it runs low or expires.

- Medications must be delivered to the school nurse in the original pharmacy labeled container. Medications will not be accepted in envelopes, plastic bags, or any other makeshift containers.

- Arrangements must be made with the pharmacy to have separate medication to be kept in the school health office. **Medication must be left in school overnight and cannot be carried home by students.**

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