



Office of Health Services ❖ P.O. Box 1517 ❖ Johnson City, TN 37605
Office (423) 232-5380 ❖ Fax (423) 218-0544

Medication Administration at Schools

Dear Parent/Guardian,

Medications should be limited to those required during school hours and necessary to maintain the student's enrollment and attendance in school.

If your child requires medication at school, the following guidelines must be followed:

1. **ALL MEDICATION MUST BE TURNED IN TO THE OFFICE OR CLINIC BY A PARENT/GUARDIAN**. No student is to carry prescription or non-prescription medications, unless ordered by physician (i.e., antihistamine, inhaler or Epi-Pen) and documented on the Authorization for Student to Care/Self-Medicate form.
2. **ALL MEDICATIONS MUST BE ACCOMPANIED WITH A PERMISSION FOR MEDICATION ADMINISTRATION FORM** from the parent giving permission for the medicine to be given at school. If a physician prescribes this medication, a doctor's signature is required on the Permission for Medication Administration form. This form, to be completed by the parents and physician, is attached. Extra copies are available at the school office or online at www.jcschools.org.
3. **THE FIRST DOSE OR ADMINISTRATION OF ANY MEDICATION SHOULD BE GIVEN AT HOME.**
4. **ALL CONTROLLED SUBSTANCE MEDICATIONS (ADHD meds, etc) WILL NEED TO BE VERIFIED AND COUNTED BY THE NURSE ONCE RECEIVED AND WHEN THE MEDICATION IS PICKED UP AT THE END OF THE SCHOOL YEAR.**
5. **MEDICINE MUST BE IN A PROPERLY LABELED PRESCRIPTION BOTTLE, OR IF THE MEDICINE IS OVER THE COUNTER IT MUST BE IN A NEW, UNOPENED BOTTLE OR IN A BLISTER PACK THAT IS SEALED AND LABELED.** Any medicine sent to school loose and unlabeled cannot be administered. Expired medication cannot be given at school. We do not administer any medications containing SALICYLATE (such as Aspirin and Pepto-Bismol) due to the danger of Reye's Syndrome without a doctor's order.
6. The parent is responsible for picking up any remaining or unused medication. If the parent does not pick up the remaining or unused medication, it will be discarded at the end of the school year.

Thank you for your assistance in helping us to maintain a safe environment where children can learn.

Sincerely,

Linda Eades, RN
Christy Cottrell, RN
School Nurses