



Medication Administration

Dear Parent/Guardian:

The **Board of Education and Akron Children's Hospital School Health Services** strongly urges parents to give their children their medications at home whenever possible. If it is necessary for your children to take medications at school, the following policy must be followed:

1. If a student needs a prescription medication, an order from the doctor and signature by a parent is required. The **"Prescription Medication Administered at School"** form is online in the forms and able to be printed. Parents must have the form completed and bring in the medication to the school. Please do not send medications in with students. All medications must be in the original container accompanied by clear instructions for administration including student's first and last name, dosage, times or intervals that the medication is to be given. If you need a smaller amount for school, a pharmacist will provide a container with correct information if requested.
2. If your student needs over the counter or non-prescription medication in the school, a **"Non-Prescription Medication Administered in the School"** form is required. Parents must bring the form and medication to the school, do not send with a student. All medications must be in the original container, have clear administration instructions and be an appropriate dose for the student. If your student is under 12, then appropriate doses need to be printed on the medication container.
3. New forms must be submitted at the beginning of each school year and when any information (medication, dosage, time) changes.
4. Forms may be printed off the attached links.

If you have any questions about these instructions, please feel free to call Beth Green RN at 330-326-2711, ext. 541 or send an email to bgreen@windham-schools.org.

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