

Procedure for medication given at school

To insure the safety of all students at our school, the following guidelines must be followed when medications are sent to school.

1. All medications (prescription and non-prescription) must be taken to the clinic for safe keeping. The medication must be brought in by a parent or guardian only. Students are not allowed to bring medication to school. **DO NOT SEND MEDICATION ON THE SCHOOL BUS!**
2. All medications (prescription and non-prescription) must be accompanied by the GCPS Administration of Medication Request Form.
3. All medication must be in the original container or labeled prescription bottle. We cannot accept or disburse medication stored in baggies, envelopes, etc. Ask your pharmacist for a separate bottle labeled for the school clinic.
4. If possible, administer the medication yourself at home. Medications prescribed for three times a day can be given before school, after school and at bedtime. There should be no need to bring medication to school that only has to be given once or twice a day.
5. The clinic will administer over the counter pain relievers or antacids with written parent approval. No cold or allergy medications will be administered unless brought in by parent with GCPS form.
6. Medication must be picked up at the end of the school year by a parent or guardian or it will be disposed of by the school.
7. The clinic does not provide wheelchairs or crutches. These must be obtained through your physician's office.

Other procedures:

1. Sick students in the clinic will be allowed to phone only the parent or guardian for release from school. The parent may then notify the clinic worker how their child will go home. Anyone else listed on the clinic card must provide identification and sign the student out in the attendance office.
2. Students are instructed to check out in the attendance office and then wait inside the main entrance lobby for parent pick-up.
3. Please see the attendance office to check out for routine appointments, etc.
4. Please call the clinic at 678-380-7262 if you have any questions or need to provide the school with detailed medical information regarding your child.