

**Shelby County Schools**  
**Medication Procedures Summary**

revised 2/2017

**Dear Parents/Guardians,**

On July 13, 1998, the Shelby County Board of Education approved **medication procedures** for all students in the Shelby County School System. This summary is to inform you of the requirements of the medication procedures, should your child require **Prescription or Over-the-counter (OTC)** medications while attending school.

- ❖ **All medications**, whether Prescription or Over-the-Counter, **must be turned into the school office by the student's parent/guardian** or other responsible adult.
- ❖ **Medications can not be transported on the bus** (*except emergency medications and approved medications prescribed for self-administration and carry on person*).
- ❖ No student will be permitted to carry or possess any type of medications, whether Prescription or OTC, on his/her person at any time (*except emergency medications and approved medications prescribed for self administration and carry on person*).
- ❖ **Controlled Substances** cannot be approved for self administration or carry on person by a licensed prescriber.
- ❖ **The parent/guardian must sign a School Medication Physician/Prescriber /Parent Authorization Form (Form A)** for Prescription medication or an **Over-the-Counter Authorization Form (Form B)** before any medication can be administered at school.
- ❖ **Over-the-Counter medications will require the parent/guardian signature only on the medication authorization form and is valid *for the entire school year***
- ❖ **Prescription medication will require the physician/prescriber signature** on the authorization form (Form A) **as well as the parent/guardian signature.**
- ❖ If the **Prescription medication** order is **changed** during the school year, a **new** authorization form (Form A) is required. Both physician/prescriber and parent/guardian must sign the form.
- ❖ For **Prescription** medications, a **current pharmacy labeled** container is required which includes the student's name, physician name, name of medication, strength, dosage, time interval, route and date of drug's discontinuation when appropriate.
- ❖ For **Over-the-Counter** medications, **an unexpired, unopened, age appropriate, original manufacturer's container** is required and all manufacturer's labeling must be clearly legible. The student's name must be written on the container.
- ❖ The school will not supply any Prescription or OTC medication to staff or students.
- ❖ All unused medications not picked up by parents/guardians by **the last day of each school year will be discarded** according to appropriate disposal guidelines.

These medication procedures were developed with your child's safety in mind. If you have any questions concerning these medication procedures, please contact your local school nurse.