

**DEERFIELD SCHOOL DISTRICT**  
**NOTICE TO PARENTS REGARDING MEDICATION ADMINISTRATION AT SCHOOL**

If possible, please arrange for your student to take medications outside of school hours. Physicians can often prescribe medications to be given before or after school. If your student must take medication during school hours, you must provide the following in accordance with the Deerfield School District Medication Policy:

**Medication Policy Guidelines:**

1. **Early Childhood-6th grades:** Non-prescription and Prescription medications shall be administered during school hours in the office by designated personnel. A student may self-administer inhalers if the parent feels the child to be responsible.
2. **7th - 12 grades:** Non-prescription and Prescription medication may be self-administered by these students if the parent feels the student to be responsible. However, no student may self administer any medication which is a controlled substance ( ie: ADHD medications such as Ritalin, Pain medications, etc. ).

**Administration of Medication at School Guidelines:**

1. **Prescription Medication - Parent and physician** shall complete annually the Authorization for Administration of Prescription/Non-Prescription Medication Form.
2. **Non-Prescription Medication - Parent (only)** shall complete the Authorization for Administration of Prescription/Non-Prescription Medication Form. **However, if the dose exceeds package recommendations, then a physician signature is also required.**
3. **The District Medication Administration Form may be obtained from each school office or from the School Website page.**
4. **The school district DOES NOT supply any medications.** Prescription and Non-prescription medication shall be supplied by the parent. Safe delivery of medication to school is parental responsibility. Prescription Medication shall be supplied in an original pharmacy bottle labeled accurately (Ask your pharmacist for another bottle with same information on it for school administration). Non-Prescription Medication shall be supplied in the original manufacturers container with the students name on it.
5. For students who require Epipens, a special form Emergency Health Care Plan for Severe Allergic Reactions must be completed annually by **parent and physician**.
6. If there is a change/ discontinuation in a medication order, you must have written direction from the physician.
7. Parents are responsible for removing medication from school when it has been discontinued or at the end of the school year within two weeks or it will be disposed of by school personnel.