



Medication Procedures



School officials may **only** administer medication (including over the counter medications) to a student **if** the prescribed medication is in the original container/packaging **and** if the medication is accompanying a completed Parent Request and Physician's Order Form (#1702).

All over the counter medications require a Form 1702 completed by the parent and physician.

No medication will be accepted or administered by a school official unless it is in the original container or as dispensed by a pharmacy* with:

- Student's name
- Name of medication
- Dosage, and
- Directions pertaining to school hours clearly marked**.

If non-prescription medication is ordered by the doctor on the medication form (1702), it must be received **in the original package** and will be administered only according to the doctor's written instructions.

Students that need medication to begin on the first day of school, (August 26th, for grades 1-5, and September 3rd for Kindergarten) must have all information in the school office on or before that day. All medication will be administered in the school health room located in the office.

Please feel free to contact the school office (919-233-4300) if you have any questions concerning administering medication.

* Most pharmacies will give a separate bottle for school use at no extra charge.

** Be sure directions on the medication are specific to the school day.

All Wake County Public Schools must adhere to the regulations of the Wake County Health Department.

