



## ***Guide for Parents/Guardians of Students who have Chronic Health Conditions and/or take medications at school***

If your child has a chronic health condition such as asthma, diabetes, a seizure disorder, or a food allergy requiring an epi-pen the school division requires that the school clinic have a Health Care Action plan that is signed by a physician and parent. The Action plan can also include permission for medication.

See attached links for Health care plans that can also be found on the LCS website.

[Allergy Action plan](#)

[Asthma Action plan](#)

[Virginia Diabetes Medical Management Plan \(DMMP\)](#)

[Seizure Action plan](#)

If your child does not have one of the above chronic illnesses but requires medication while at school the clinic must have a [Physician/Parent Authorization to Administer Medication form](#). This form must be completed and signed by both the parent/guardian AND the physician. While we highly encourage parents to make every attempt to give their student's medications at home, we understand that there are circumstances that will require your student to take their meds at school. Please consider the following guidelines for medication administration by the nurse/clinic while your student is in school:

- A parent **always** has the right to come to the school and administer medication to their student at any time during school hours. In this case, the nurse/clinic should not be involved because there is no order for the nurse to follow.
- A [Physician/Parent Authorization to Administer Medication form](#) **must be completed, signed and dated by both the prescribing physician and the parent**. This form should be turned in and brought to the school with the medication the day before the student is to receive the medication.
- *No medication* (including over the counter medications like Tylenol and Advil) will be given without a signed authorization form that is complete.
- **All medications must be brought to the school by the parent/guardian** and the medication must be signed in by both the parent and the nurse/school designee. Please allow **at least 15 minutes** in order to accomplish this when you come to the school. Medications may not be brought to school by the student!!!!
- Prescription medications must be in the original pharmacy bottle containing the student's name, medication name, dosage, route, and frequency. If a student is to receive medication twice throughout the school day, there should be a separate bottle for each time the medication is given. For example, the morning medicine should have a bottle and the after lunch medicine is in a separate bottle.
- The nurse/clinic cannot accept more than a 1 month supply of prescription medication. Please do not bring more medication than should be in the bottle and limit prescriptions to 1 month.
- **Over the counter medication must be in a sealed, original container**. The nurse can not accept any opened containers.
- Students are to report to the clinic at the time their medications are to be administered.
- Students may refuse their medication; the nurse will call the parent if this occurs.
- **The parent/guardian must bring in more medication when it is needed.**
- It is the parent's responsibility to pick up medication at the end of the year. NO medication will be kept over the Summer or until the next school term.