

Medication Policy — In-Person Events

To ensure safety during any in-person event, activity, or program, the administration of any medication—including prescription, non-prescription, and over-the-counter medication—requires written authorization from both the parent/guardian and the student’s healthcare provider.

Please note that only a parent/guardian or a registered nurse is permitted to administer medication to students. School employees may not administer medication under any circumstances unless all proper documentation is provided and the administration is performed by the registered nurse.

Medication Procedures

If a student must take medication while attending an in-person event:

- 1. A Physician’s Medication Authorization Form must be completed and submitted prior to the event.**
- 2. Parents must bring the medication directly to the designated office or event coordinator. Students may not keep medication in their possession.**
- 3. The medication will be securely stored and administered only by a parent/guardian or the registered nurse.**
- 4. Students are responsible for reporting to the designated staff member at the required time to receive their medication. Staff will not issue reminders.**
- 5. Please ensure supervising teachers or event staff are aware of any medication requirements.**

Epinephrine Procedures

For students with severe allergies requiring epinephrine:

- A current physician-signed allergy action plan is required.**
- Parents must supply an unexpired epinephrine auto-injector before the event.**
- Epinephrine may only be administered by a parent/guardian or a registered nurse.**
- If epinephrine is administered, 911 will be called immediately after, and the parent/guardian will be notified without delay.**

- **Students may carry their own epinephrine only if allowed by physician order and approved by school administration, following all applicable regulations.**