



Student Medication Guidelines for Parents and Required Paperwork Checklist

Our first priority at Stratford is the safety and well-being of our students. Therefore, we have guidelines we wish to share with you prior to accepting any medication, prescription and/or over-the counter, for your child, as well as forms that will need to be completed by both you and your child's physician.

- ❖ As a courtesy and to assist parents who are unable to come to the campus to dispense medication to their child themselves, our staff will assist students with needed medication (prescription and over-the-counter), as prescribed by his/her physician, provided Stratford has received the required documents as noted on the Medication & Required Paperwork Checklist.
- ❖ All prescription and over-the counter medication is kept in our campuses offices unless we receive written instructions from a child's physician that it is to be kept in another location.
- ❖ Prescription medication must be in the appropriately labeled prescription container with an unaltered label listing the child's name, physician's name, medication name, dosage and expiration date. Over-the-counter medication must be in its original container with the child's name written on the packaging, and it must contain the dosage information and expiration date (if applicable).
- ❖ The proper paperwork must be submitted to the school office (see Medication & Required Paperwork Checklist) at the beginning of each school year or during the school year as medication needs occur.
- ❖ In preparation for the beginning of a new school year: We request completed paperwork and medication be submitted to the campus offices during the month of August prior to the first day of school. Campus offices are very busy during the first days of school, so dropping off items early will help ensure your child's medication needs are in order before their first day of class.

As we wish to work in partnership with you, please expect a phone call from your child's teacher to review his/her medication needs once all paperwork is complete.

If you and/or your physician have any questions regarding our medication guidelines, please feel free to contact the campus office for clarification.



Medication & Required Paperwork Checklist

(Medication & Required Paperwork Must Be Renewed Each School Year)

All Medications, Prescription and Over-the-Counter, Must Be Accompanied By:

- Stratford's Prescription and Over-the-Counter Medication Consent & Instruction Record** that is completed in full and signed by the parent/guardian.
- A Physician's Official Statement** on physician's letterhead or an **Action Plan** detailing all of the following (Note: Food allergies are required to have an Action Plan):
 - Name of the medication (prescription or over-the-counter). Physicians must indicate whether the prescription or over-the-counter medication may or may not be in generic form and, if so, the name of the generic medication.
 - Medical reason for the medication (i.e., allergic to nuts, severe skin eczema, etc.).
 - Possible side effects.
 - Method, amount and approximate time schedule the medication is to be taken during the school day. If physician's instructions indicate "as needed" for the dispensing schedule, we require written instructions as to what symptoms to look for prior to administering the prescription or over-the-counter medication, the minimum hours between dosages, and the maximum number of doses to be given while the child is at school.
 - If medication is to be kept in the child's classroom, a notation to this effect is required by the physician.
 - Statement must include the physician's name (printed), address and phone number.

Inhalers & Nebulizers Also Require:

- Inhaler or Nebulizer Physician's Instructions** must be submitted or physician's instructions on his/her letterhead that include all the information listed on the **Inhaler or Nebulizer Physician's Instructions** form, including whether the prescribed medication can be in generic form or not, and if so, the generic name of the medication.
- A completed **Nebulizer Care/Consent Verification** for each Stratford team member who will assist with dispensing the medication.
- If submitting medication for asthma, a completed and signed (by parent and physician) **Asthma Action Plan** is highly recommended.

Food Allergies:

- If submitting medication for a food allergy, a completed and signed (by parent and physician) **Food Allergy Action Plan** is required in place of a Physician's Official Statement.

All Allergies:

- Parents are to list all allergies on their child's **Consent for Medical Treatment** form and update as often as is applicable during the school year.