



BRECKSVILLE-BROADVIEW HTS. CITY SCHOOL DISTRICT

"where fine education is a heritage"

MEDICATION TAKEN AT SCHOOL

All medications should be given to students at home when possible. Medications ordered three times a day should be given before school, after school, and bedtime. If it is necessary for a student to take medicine during the school day, the following requirements **must be met** to insure our students' safety:

- Any medication must come to school in its original container with the child's name on it. Pharmacies may be asked to divide prescriptions into two bottles, one for home and one for school.
- Parents or adult are to bring medications to the school office. Students are not permitted to carry medications.
- Complete written instructions must be given to the principal or his/her designee with the parent's written permission and signature. Forms are available in the office/clinic or on line at: www.bbhcsc.org. Make sure you are on the district page, go to "Parents and Students", then choose "Health Services". There are separate forms for prescription and non-prescription medications as well as forms for epi-pens and inhalers, which the students may carry with them after the forms are completed and on file in the clinic. There are also forms for diabetic care plans, food allergy action plans, asthma action plans, seizure action plans and insect allergy action plans.
- The first dose of a new medication **must not** be administered at school in case of an allergic reaction.
- New requests for medication must be submitted at the beginning of each new school year or if changes are made to the original order.
- Both the physician and parent must complete a form for any prescription medication to be given at school. Non-prescription medications may be authorized by the parent.
- Parents must pick-up unused medication. Medications will be disposed of 30 days after they are discontinued.

These practices insure that medication is given safely at school. I am grateful for your cooperation. If you have any questions or concerns, please contact me at:

Lisa Witzke RN BSN
Health Care Coordinator
Brecksville-Broadview Heights City Schools
440-740-4706