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## **PROCEDURE FOR DISPENSING MEDICATIONS DURING SCHOOL**

- **ALL MEDICATIONS**, including over-the-counter products, require the **“Parental Request for Dispensing Medications” form** to be completed and sent in with the medication. Medication should also be **labeled** with child’s name, name of medication, dose and time. Medication must be sent in its own purchased box or pharmacy bottle. **Please do not send in medications in baggies!**
- **CONTROLLED SUBSTANCE MEDICATIONS:** See the **“Procedure for Dispensing Controlled Substances”** policy included for specific procedures. The **“Parental Request for Dispensing Controlled Substances” form** must also accompany this medication.
- **HERBAL MEDICATIONS** must be sent in original bottle, and the **“Parental Request for Dispensing Medications” form** must be completed. In addition, literature explaining the purpose, dosage and side effects and a physician’s note are required.

There is also a **“Procedure for Dispensing Medication on Vacation/In-Service Days and During Extended Day.”**

While we are always willing to dispense medication as necessary, please try to give any appropriate doses at home.

Thank you,  
Nursing Staff

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