

Bridgeport Elementary
Administration of Medicine

1. An authorization form must be completed by the parent/guardian **before** any medicine can be administered to a student at school. Each medication requires a separate form (2 medications = 2 forms).
2. Prescription medications require **both** doctor and parent/guardian documentation and signature. Non-prescription medications can be completed by the parent/guardian alone.
3. Parents are encouraged to bring the medicine to school themselves rather than sending it with their student on the bus.
4. All medicine **MUST** be in the original container. Prescription medication must also have the correct name, current date, dosage amount and the time for the medicine to be administered. The information on the medication authorization form and the label on the medication must match.
5. Only empty containers will be sent home with the student.
6. All medicines will be kept locked in the office with the exception of inhalers (with physician's written permission on form). This includes ALL medication. Students are not allowed to carry medicines and self medicate at school.
7. Students will sit quietly while waiting for their medicine.
8. Students will return to their class immediately after receiving medicine.