



School Administration of Medications Guidelines

To ensure the safety of all students and to stay in compliance with state law and Georgia Department of Education School health guidelines, Social Circle City Schools (SCCS) has the following practices for medication administration.

- **Authorization to Give Medication** - This form is required for SCCS to keep and administer any medication in the clinic; one form completed for each medication, signed by parent/guardian.
- All medications must be in their original, labeled container and brought by a parent/guardian, **NOT** by a student.
- In order to reduce the number of medications brought to the clinic, the Middle/High School clinic only will maintain a stock of ibuprofen and acetaminophen. Stock medications will not be given to a student unless the parent/guardian has filed an **Authorization to Give Medication** form in the clinic that school year for the medication their student may receive, the dose, and the reasons they may receive it (e.g. headache, pain, injury, cramps).
- Parents/guardians should make an appointment to bring medications to the clinic or bring them during times established by school principals. It is requested that paperwork be completed prior to coming and accompanies the medication when it is brought. Paperwork from healthcare providers' offices may be faxed to the appropriate school.
- No student may possess any medications on school property at any time. Any violation of this rule will be turned over to administration. The one exception is for emergency medications and equipment (asthma, allergies, diabetes, seizures) when the clinic has previously been provided a proper authorization form signed by the student's treating healthcare provider/physician, the parent/guardian, and the student. A new form must be completed and filed in the clinic each year. (Sample forms are provided for epinephrine pens and asthma medications but physicians may use their own form).
- **Emergency Action Plans** are needed on file in the clinic for every student who has a physician diagnosed chronic health condition for which emergency medications might be given on campus (e.g. asthma, allergies, diabetes, seizures). These action plans must be completed and signed by the student's treating healthcare provider/physician and should be updated **annually**.
- It is the responsibility of the parent/guardian to inform the school clinic of any important health or medical conditions or medication changes.
- Clinic staff may not administer any herbal, alternative, or complementary medications or dietary supplements.
- Unless picked up in a timely manner by the parent/guardian, unused medications will be disposed of at the end of the school year.