



SOUTHAMPTON COUNTY SCHOOLS

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Phone (757) 653-2692 • Fax (757) 653-9422

Dr. Gwendolyn P. Shannon, Division Superintendent

Dr. Deborah Goodwyn, Chairman
James D. Pope, III, Vice-Chairman

MEDICATION POLICY

If it becomes **necessary** for your child to take medication during school hours, a medication request form must be filled out. This form is available at each school office. This form should include the following:

- Name of the medication
- Dosage of medication to be given
- Time medication to be given
- Reason for medication
- Physician's signature and phone number
- Parent's signature and phone number
- **MEDICATION MUST BE BROUGHT TO SCHOOL BY PARENT OR GUARDIAN.**

A form is required for each medication. This form must be renewed at the beginning of each school year.

All medication must be brought to school in the original container. All over the counter medication must be a new unopened container. All medication, with the exception of some inhalers, must be kept locked in the office or clinic. Inhalers may be kept by a student with specific orders from a physician. All other medication should be brought to the office immediately upon entering school.

Medication will be administered by a school nurse or designated school personnel trained by the nursing supervisor. A medication record or log will be kept on each student receiving medication. The person administering the medication will sign this record.

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