



ADMINISTERING NON-PRESCRIPTION MEDICATION FORM

To the Parents or Guardian:

Hartland Day Academy does not wish to dispense medication at school unless it is absolutely necessary. If it is necessary to give the non-prescription medication during the school days for the child's well-being, we will be happy to assist.

I hereby request and give permission to the school personnel (teachers / principal) to administer medication, to administer to:

Name of student: _____ Grade: _____
 Name of medication: _____
 Dosage: _____ Specific time(s) to be administered: _____
 Start Date: _____ End Date: _____ Administer when necessary

I understand that I (parent or guardian) am responsible for the safe delivery of all medications to the school by myself or the emergency contact person listed on the *Emergency Medical Form*.

I agree:

- To send medication to the school in the original container.
- To instruct my child to take the medication in the school and indicate to the head teacher of the medication he/she will be taking.
- To instruct my child that they are not allowed to provide or sell any type of over the counter medication to another student. Violations of this rule will be considered a violation of the School Code of Conduct.
- To submit a new *Administering Non-Prescription Medication Form* if the medication, dosage, or instructions are changed.
- To call the school office and send written note** if my child is taking any medication or if there is a new medication and/or instruction.
- Contact by phone or note will be given, if the non-prescription drugs are administered. (elementary ONLY)

I hereby release **Hartland Day Academy**, its officials and employees from any and all liability for damages or injury directly or indirectly resulting from my child's use of the over the counter medication.

A new *Administering Non-Medication Form* is required every school year.

Signature of Parent or Guardian

Date

ADMINISTERING MEDICINES TO STUDENTS RE: Over the Counter Medication Form

Dear Parents or Guardians,

According to the School Policy of **Hartland Day Academy**, Medications include prescription and nonprescription medications. This is what the state of Virginia establishes on this issue.

VIRGINIA: The Code of Virginia, as amended, Section 22.1-274.2 and Section 22.1-78, address self-administration by students of asthma medication; permissions are granted for each school year and renewed annually. The Code delegates to local school superintendents the authority to establish additional regulations for administration of medicines to students. The Code of Virginia 54.1-3408 authorizes school boards to train employees to administer drugs. <https://education.findlaw.com/school-safety/state-laws-on-schools-authority-to-administer-medication-and.html>

In **Hartland Day Academy**, Administering Medication Authorization Forms are required for your student to take prescription medication at school. Only the Administering Non-Prescription Medication Form with parent consent is required for your student to take non-prescription medication at school.

In order for your student to take over-the-counter medication at school, the following procedure must be followed:

1. Complete the attached Administering Non-Prescription Medication Form and return it to the school.
2. No student is allowed to provide or sell any type of over-the-counter medication to another student.
3. Medication must be stored by school personnel. Students are not permitted to keep any medication with them or in their locker (except for asthma inhalers or auto-injector epinephrine, provided appropriate forms have been completed and student requirements met).
4. Student will be instructed to take the medication in the school and indicate to the head teacher of the medication he/she will be taking.

A new form is required every school year. As your school administration, we are very concerned about the health and safety of all students in our school. This medication policy and procedure ensures the safe administration of medication to your student and promotes a safe school building. If you have any questions or concerns, please contact me at the school.

With kind regards,
Hartland Day Academy