

BA-CFA has a policy to assure the safe administration of medication to students during the school day. If your child must have medication of any type given during school hours, including over-the-counter medicine, you have the following choices:

- (1) Parent/Guardian or designated adult may come to school and give the medication to your child at the appropriate time(s).
- (2) Parent/Guardian may obtain a copy of a medication permission form (available in the office) from the administrative assistant. Take the form to your child's physician and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be completed by the physician for both prescription and over-the-counter medications. The form must be signed by the physician and by you, the parent or guardian. Prescription medicine must be brought to school by a parent or guardian in a pharmacy-labeled bottle, which contains instructions on how and when the medication is to be given. Over-the-counter medicine must be brought to school by a parent or guardian and must be received in the original container and will be administered according to the physician's written instructions.
- (3) **If your child will be attending a school sponsored overnight or extended field trip, the medication permission form MUST be completed and returned to the administrative assistant prior to the field trip along with the required medication.**
- (4) Parent/Guardian may discuss with your child's physician an alternative schedule for administering medication (i.e. outside of school hours or school sponsored activities).

School personnel will not administer any medication to students unless they have received a medication permission form properly completed and signed by both physician and parent/guardian, and the medication has been received in an appropriately labeled container. In fairness to those giving the medication and to protect the safety of your child, there will be **NO EXCEPTIONS TO THIS POLICY**.