Gilmer County Schools

Medication Administration Informational Sheet

* All medication (prescription & over the counter) must have a medication order form on file in the school office (completed & signed by a licensed health care provider)
* If at all possible, medication should be administered at home (before or after school)
* Only essential medication should be given at school
* By state policy, any student receiving medication at school must have 2 emergency contact numbers listed on their emergency card (other than the parents)
* All medication is to be turned into the office upon the student arriving at school
* A separate medication order form is required for each medication
* A new medication order form is required for each new school year
* A new medication order form is required for any medication changes
* School employees cannot take medication dosage orders and or changes from parents
* Medication bottles must match medication order forms
* All medication must come to school in the original container
* Medication cannot be given from a baggie
* Unless court ordered, directed by the licensed prescriber, or an emergency medication, the first dose of any medication must be given at home
* Expired medication cannot be given at school
* Only the parent, guardian, or an emergency contact listed on the emergency card can give a student medication at school if the student doesn’t have a completed medication order form on file
* All medication left at school will be destroyed if not picked up at the close of the school year
* Only emergency medication (rescue inhalers, epi-pens, glucagon, insulin, diastat) can be carried and self-administered while at school
* If emergency medication is to be carried and self-administered by the student, the medication order form must contain this directive
* **According to the state medication policy (2422.8 section 6.4.e), if emergency medication or medication authorization form is not provided to the school, the safety and welfare of the student is placed at risk. The student should not attend school until both the medication and medication authorization form are provided to school personnel. The school must regard the lack of emergency lifesaving medication(s) as child neglect.**
* Emergency lifesaving medication would be considered to be rescue inhalers, epi-pens, glucagon, insulin, and any medications that are part of an emergency medical plan