

## **Responsibilities of Parent/Guardian: Medication**

Medication shall be brought to the school office by the parent/guardian unless other safe arrangements are made with the administration or other designated staff. Medication must be brought to school in a labeled container, as prepared by the pharmacy, physician or pharmaceutical company, with dosage, frequency of administration and expiration date clearly indicated.

Medication must be supplied in exact dosage prescribed so that dividing pills is not the responsibility of school personnel. Prescription and medication supply renewal is the responsibility of the parent/guardian. It is the parent/guardian's responsibility to keep the medication supply at school updated and current.

School personnel will not administer expired medication. Medication left over at the end of either the school year or the medication administration period, whichever occurs first, must be promptly picked up by the parent/guardian or an adult school employee will dispose of the medication and record this disposal on the medication log.