

**MONTGOMERY COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES  
SCHOOL HEALTH SERVICES**

It is likely that sometime during this school year your child will have a medication prescribed for the treatment of a health problem. As a general policy, we recommend that children receive medication at home whenever possible. In the event that your physician decides that your child needs to receive medication at school during the school day, the following procedures must be followed:

- **MCPS Form 525-13, Authorization to Administer Prescribed Medication, must be completed by the parent and the physician.**

If your child has a history of needing medication during the school day, you may wish to obtain a few of these forms to take to your physician.

- If your physician does not have this form in the office at the time the medication is prescribed, a written order on the physician's stationery or prescription pad is acceptable provided it includes the following information:
  - a) your child's name
  - b) name of medication being ordered
  - c) dosage, time and route of administration
  - d) possible side effects

Parent written authorization must accompany this request.

- **Additionally, the following is required no matter what format is used:**
  - a) **The first full day's dosage of any new prescription must be administered at home.**
  - b) **Medication must be brought to the school by the parent or guardian.**
  - c) **Medication must be properly labeled by a pharmacist.**
  - d) **Over-the counter medication, e.g., Tylenol, must also be prescribed by a physician, and brought to the school by the parent or guardian in the original container with the dosage labeled by the manufacturer and the safety seal intact.**

You may wish to refer to these guidelines if your child should require medication at school this year. If you have any questions, please call \_\_\_\_\_, School Community Health Nurse, at \_\_\_\_\_.

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