

## **Medication Drop Off and Pick up Procedures**

### Drop Off Procedure:

- Please make sure all medications are in their original containers and are properly labeled. Please label medication and/or equipment with the student's name.
- Doctors' orders for medication must accompany all medications when dropping them off. No medication will be allowed to be left without an MD order
- A parent or adult designee must drop off all medications unless the student has a self carry order written by a physician.
- If possible please make sure that all medications have an expiration date that lasts for the entire school year.

### Pick Up Procedure:

- The nurse will send an email at the beginning of June indicating a date for medication pick up.
- If the parent/guardian is unable to pick up the medication on the assigned date then arrangements must be made with the school nurse.
- All medications and or equipment that has not been picked up will be discarded by the end of the school day on the last day of school.