

THE FLETCHER SCHOOL

MEDICATION POLICIES 2022-2023

AUTHORIZATION:

As required by the North Carolina State Law G.S. 90-171.20 and the Nurse Practice Act, the Medication Authorization Form must be completed for over-the-counter medication as well as for prescription medication to be administered. Verbal consent may not be used to administer medication, including over-the-counter medications.

STEP 1: Complete the 2022-2023 Medication Authorization form for over-the-counter and/or prescribed medication to be administered during school hours and overnight field trips for grades 6-12. The form is only valid for the current school year. Should you need to print additional copies of this form, it is available on FACTS in Resource Docs.

- a) **PHYSICIAN SECTION:** A current Medication Authorization form must be completed each year even if the same medication was administered to your child last year.

Please use the summer months to schedule your child's doctor appointment. If the physician determines an office visit is not necessary, the physician may fax a completed Medication Authorization form to the School Nurse.

- b) **PARENT SECTION:** A parent/guardian must sign the Parent Authorization section as well as complete the three sections at the bottom of the page. Return the completed form to the School Nurse on or before the first day of school.

STEP 2: Deliver medication to Fletcher.

- a) Medication must be in the original prescription bottle. Do not use an old container. The label on the bottle must match the information on the Medication Authorization form.
- b) Medications must be personally delivered by the parent/guardian to the Front Desk between 9:00 a.m.-3:30 p.m. by August 16, 2022 in order for medications to be administered on the first day of school. Medications delivered after August 16th may not be ready to administer on the first day of school.
- c) **Overnight Field Trips for Grades 6-12:** If your child takes medication before or after school that you would like for them to receive on overnight trips, we need to have authorization on file in order to dispense these medications. Medication must be in the original prescription bottle or original container. All medications to be given on field trips must be delivered to the school at least seven days prior to departure.

CHANGES AND OTHER NOTES:

- Adding/Revising:** When a physician adds or revises a prescription, the parent/guardian is responsible for:
 - Sending in an updated Fletcher Medication Authorization form to the School Nurse. Additional forms are available on FACTS in Resource Docs.
Recommendation: Print out an extra blank Medication Authorization form to have in your car for unexpected medical appointments.
 - Submitting a new Medication Authorization form with the Parent Authorization section completed. If the Blanket Authorization statement has been signed in the affirmative, it is not necessary to submit a new Medication Authorization form for each medication dosage change throughout the school year.
- Discontinuing:** Should a parent/guardian or physician decide to discontinue any medication, the parent (not the doctor) must notify the School Nurse.

SCHOOL NURSE CONTACT INFORMATION:

Carrie Baker, RN BSN

Phone: 704-365-4658, ext. 1200 Fax: 704-364-2978

Email: nurse@thefletcherschool.org