



Schertz-Cibolo-Universal City Independent School District
Health Services
1060 Elbel Road, Schertz, Texas 78154

HEALTH SERVICES MEDICATION POLICY

Dear Parent/Guardian,

Please read the following district policies regarding medication administration that is intended to safeguard your child.

1. Parent should make **EVERY** effort to schedule student's medication in a manner that medication brought to school will be kept at a minimum.

EXAMPLE: -**Medication two (2) times daily:**

Before school and bedtime

-**Medication given three (3) times daily:**

Before school, after school, and bedtime

-**Medication given four (4) times daily:**

ONE dose at school (Noon)

2. **ALL** medication must be in its original container. No medications will be administered from baggies, foil or mislabeled containers.
3. A note from the parent requesting that the student be allowed to take the medicine **MUST** accompany the properly labeled medication.
4. Over the counter medication will only be administered for five (5) consecutive days and then picked up by a responsible adult. **Any medication not picked up will be DISCARDED.** A medical problem that has not improved in five (5) days needs to be evaluated by a physician. Medication will not be given to the student to carry home from school.
5. Medications that need to be administered longer than five (5) days must be accompanied by a physician's written order, in addition to the parent's written request. The medication must be in a current, properly labeled pharmacy bottle.
6. No herbal or dietary supplements (non FDA approved) can be administered at school.
7. Students are not permitted to carry and dispense their own medication. The district requests that you assist the school by depositing medications with the school nurse or person designated by the principal. If you are unable to bring the medication to the school during normal hours, please contact the school nurse to make special arrangements.

Thank you for your cooperation in this matter.

David Thein, RN, BSN
Health Services Coordinator

HSF – Med1
Rev. 04/14