



**Schertz-Cibolo-Universal City Independent School District**  
*Health Services*  
**200 W. Schlather Rd.**  
**Cibolo, TX 78108**

**HEALTH SERVICES MEDICATION POLICY**

Dear Parent/Guardian,

Please read the following district policies regarding medication administration.

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.
2. **ALL** medication must be properly labeled and in its original container. No medications will be administered from baggies, foil or mislabeled containers.
3. A completed and signed Medication Administration Form **MUST** accompany all properly labeled medication.
4. Over the counter medication can be administered for up to five (5) consecutive days. The medication must be picked up by a responsible adult at the end of the five (5) days. **Any medication not picked up will be discarded.** A medical problem that has not improved in five (5) days should be evaluated by a health care provider.
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. School personnel may not dispense herbal, dietary supplements, other nutritional aids, homeopathic preparations / remedies not approved as medication by the FDA. Refer to Board Policy FFAC (Local). Board Policy FFAC (legal).
7. Students are not permitted to carry and dispense their own medication. Medications must be brought to the school by a parent, guardian, or adult designee. 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, MBA, BSN, RN  
Health Services Coordinator  
Schertz-Cibolo-Universal City ISD