



SERENDIPITY CENTER, INC. POLICIES AND PROCEDURES

Rules for the use of medication at school

1. **All medications to be given at school must have:**
 - A. A signed permission form from the parent or guardian.
 - B. Signed instructions from the health care provider. These instructions must include:
 1. The student's name.
 2. The name of the medication.
 3. The dosage to be administered.
 4. The times to be administered.
2. **All medications must be in the current prescription bottle or original package, clearly labeled with:**
 - A. The student's name.
 - B. The medication name and dose.
 - C. The times and amounts to be given.
 - D. The health care professional's name.

If the medication is to be given at home and at school, ask the pharmacy to give you an extra labeled bottle to send to school.
3. "All medications" means any medication (both prescription and over-the-counter) including, but not limited to, over-the-counter pain relievers such as Tylenol, Advil, cough drops, inhalers, antibiotics, eye drops, lotions, ointments, and herbal or food supplements.
4. All medications brought to school must be given to school staff for safekeeping and taken only with medical staff supervision.
5. Students should never carry medications to or from school. Parents need to bring medications to school themselves or ask the bus or cab driver to deliver them directly to school staff.
6. Parents will be notified when the medication supply runs low and needs to be refilled. **Please send a 4-week supply in the most recent prescription bottle each time you refill the prescription.**
7. Left over medication must be picked up by the parent when treatment is complete or at the end of the student's enrollment at Serendipity. If leftover medication is not picked up within 10 school days of the last day of enrollment, the medication will be destroyed.
8. Serendipity employs a certified medication aid and a consulting registered nurse.