



SERENDIPITY POLICY & PROCEDURE

SUBJECT: Rules For the Use of Medication at School

EFFECTIVE DATE: 10/24/2025

ATTACHMENTS:

PURPOSE:

To establish procedures for the proper administration of medication to students, to protect student safety, and to prevent medication errors.

POLICY:

Procedures established in this policy shall be followed during the school day, at school sponsored activities, and while on a school bus or other school property.

1. All medications to be given at school must have a signed permission form from the caregiver/guardian.
2. All medications must be in the current prescription bottle or original package, clearly labeled with:
 - a. The student's name
 - b. The name of the medication and dose
 - c. The times and amounts to be given
 - d. The health care provider's nameIf 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. Serendipity employs a certified medication aide. Caregivers/guardians and/or the student's health care provider may want to discuss the medication program with the health assistant. Additional information is available to caregivers in the Student & Caregiver Handbook.

PROCEDURE:

1. All medications brought to school must be given to school staff for safekeeping and taken only with medical staff supervision. Students are not permitted to self-administer any medication without parent and school administration permission.
2. Students should never carry medications to or from school unless otherwise planned for with the parent. Parents need to bring medications to school themselves or ask the bus or cab driver to deliver them directly to school staff.
3. Parents will be notified when the medication supply runs low and needs to be refilled.

4. Leftover medication must be picked up by the caregiver when treatment is complete or at the end of the student's enrollment at Serendipity Center. If leftover medication is not picked up within 10 school days of the last day of their enrollment, the medication will be destroyed.

Serendipity employs a certified medication aide. It is helpful for caregivers and physicians to discuss a student's medical treatment with the medication aide so that the student's health and safety is ensured.