



## Dispensing of Medication Policy

Dear Faith Academy Parents,

We are committed to a drug-free campus that is safe for you and your child. In order to remain this way, we **will not allow students to be in possession of any prescription or over the counter drugs.** This policy applies to all on-campus activities both during and after school.

### **K3 – Grade 5**

If your child has any medication that must be administered at school, please complete the attached **medication request form**. This form can also be obtained in the main office. Parents should bring this completed form and the medication to the office. The office will get the medication to your child's teacher.

### **Grades 6 – 12**

Parents must bring all needed medications to the main office located in the high school building. No medication can be dispensed without the completed medication request form.

### **Guidelines for Dispensing of Medications**

- 1. All Medications must be delivered to the appropriate teacher/office by the parent.**
- 2. Medication request forms must be completely filled out before any medication can be dispensed.**
- 3. Medications should be delivered in the proper prescription or over the counter bottle.**
- 4. Medication will not be given more than ½ an hour before or after the assigned time.**

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### **Prescription and Non-prescription Medication Request Form**

*Please send in the medication(s) to be given with this form.*

Student Name \_\_\_\_\_ Homeroom- \_\_\_\_\_

Name of Medication(s), Dosage & Frequency

1. \_\_\_\_\_

2. \_\_\_\_\_

Special Instructions \_\_\_\_\_

Physician Name \_\_\_\_\_ Phone \_\_\_\_\_

Parent Name & Phone Number \_\_\_\_\_

\_\_\_\_\_  
Parent Signature