

Maricopa Unified School District
Health Services
Medication
Procedures and Rules

Dear Parents and Guardians:

Before any medication, either prescription or over-the-counter, can be administered to your child by a Maricopa Unified School District employee the following must occur:

1. Parents or Guardians must fill out and sign the "Permission to Administer Medications at School" form. **J-5350**
2. The Parents or Guardians, **not the Student**, must bring all medications directly to the Health Office. This includes any refills on existing medications. Any medication not completed by the student should also be picked up by the Parents or Guardians. The Health Office staff **will not** send any medication home with a student. **J-5361**
3. Medication **cannot** be transported by transportation (bus). Per state regulation **R17-9-104 number 17** the State of Arizona states "A school bus driver shall not assume responsibility for transporting any medication, whether prescription or over-the-counter, that belongs to a passenger.
4. **All Medication, including over-the-counter medication, must be brought to the Health Office by an adult in the original containers with all warnings and directions intact. No medication will be accepted that is in an envelope, foil, or plastic baggie by the Health Office staff or any other Maricopa Unified School District Employee. J-5361**
5. A Pharmacy label must identify the medication in the container if the medication is prescribed by your child's health care provider. **J-5361**
6. The Pharmacy label must give the same instructions as on the parent permission form. **J-5361**
7. New labels must accompany all medication dosage changes. **J-5361**
8. The amount of medication brought to the Health Office cannot exceed a 30 day supply. **J-5361**
9. Students who self-carry medication must have a **signed consent** from the parent to self-carry. Forms are located in the health office. **J-5350. This form must remain with the student for the school year and must be located with the self-carry medication.**

We appreciate your cooperation with the above listed procedures and rules. Our goal is to insure the health and safety of all students. Please contact your child's school Health Office any time you have questions, concerns, any changes made in your child's medication, or your child is placed on a medication that requires a dose at school.