**Northland Lutheran High School**

**OTC and Prescription Medication Policy and Information**

***Below is important information regarding medication brought into our school. Please read it carefully and keep this information for future reference. If you have any questions, please call the school office at 715-359-3400.***

**Medication Policy (as dictated by Wisconsin State Law – Wis. Stat. sec. 118.29)**

NLHS does not keep a supply of Over-the-Counter (OTC) medication and therefore, cannot distribute said medication to any student.

In the event that a student needs OTC medication and has neither a form on file nor a supply of medication, parents/guardians will need to physically bring needed medication(s) to school and sign an **Over-the-Counter Medication Authorization** form at the time it is needed.

Therefore, to avoid the above scenario, parents/guardians are urged to complete and return necessary paperwork **immediately** and provide any needed medication **DURING THE FIRST WEEK OF THE NEW SCHOOL YEAR**.

Please further note that siblings may not share medication from the same bottle or container, and a parent authorization form is needed for each student.

**General Safety Considerations**

1. Bring your student’s medication directly to the office and pick up unused supply at the end of the year.
2. Send limited quantities of medication to the school.
3. **No medication will be given to your student without proper consent.**

**OTC Medication**

1. Complete an **Over-the-Counter Medication Authorization** form (available in the office or on the NLHS website).
2. Parent signature is required for the **Over-the-Counter Medication Authorization** form. NOTE: Physician signature is required ONLY IF medication is being dispensed outside of label-recommended dosages.
3. OTC medication MUST be in its original container or single-dose package. Authorized staff members CANNOT dispense medications sent in plastic bags, envelopes, or any other generic containers.
4. Student’s name MUST be written clearly on the original container.
5. A new OTC Medication form must be completed if any changes are to be made during the school year.

**Prescription Medication**

1. Complete a **Prescription Medication Authorization** form (available in the office or on the NLHS website).
2. Practitioner **AND** parent signature are required for the **Prescription Medication Authorization** form.
3. Prescription medication **MUST** be in the original package or labeled pharmacy bottle and clearly state the student’s full name, medication name, physician’s name, dose needed, and time medication is to be given.

**Special Considerations – Inhalers, Epi-pens, & Glucagons**

1. Students are allowed to self-carry emergency medications such as: Inhalers, Epi-pens, and glucagons to treat a life-threatening health condition.
2. Emergency medications must be labeled as outlined above. Parents/Guardians must complete the Prescription Medication Authorization form even if student self-carries the medication.

**Handling and Storage of Medication at School**

1. Medication is stored in a locked cabinet in the office.
2. Unused or outdated medication is to be picked up by the end of the school year or sooner if a student no longer needs the medication.
3. Any unclaimed medication will be disposed of at the end of the school year.