

# The Villages® Charter School

## Medication Administration Guidelines

According to the Sumter County Health Department medication administration guidelines, all non-prescription (over-the-counter) medication must have a physician's order to be administered. Therefore the Villages Charter School has created a generic medication form that can be completed by the student's primary physician, for use during sports activities, field trips or school competitions. The form must be completed and signed by the physician.

If a student requires a non-prescription (over-the-counter) medication during the school day, we must have a doctor's order either on a prescription, on a note pad with the physician's name, address, and phone number or have the medication consent form completed and signed by a physician. A parent or guardian must bring an unopened bottle of medication, labeled with a prescription label, which can be obtained from the pharmacist; by showing them the order. For the expiration date, they may write discard per manufacturer date.

If a student does not have an order for a non-prescription (over-the -counter) medication, the parent or guardian will be notified to come to school to administer the medication to their student in the health clinic. We are not allowed to dispense any form of medication prescribed or non-prescribed without a physician's order.

School Health Team  
The Villages Charter School

Signature

Date