

Dispensation of Medication

Las Cruces Public Schools, District No. 2, has neither the responsibility nor the authority to dispense medication at school. When it is necessary for a student to take medication during school hours, the **following conditions apply**:

I. Elementary School - A parent may visit the school to dispense the medications. Otherwise, all medications must be deposited with the school nurse or principal for safekeeping. An adult must deliver and pick up any medications to be given at school. The following are required:

- A. A Las Cruces School District No. 2 **Emergency Medical Card** shall have been completed by the parent, signed, and returned to the school.
- B. A written permission from the parent must include the name of child, name of the medication, dosage, and time to be administered.
- C. A written order from the physician must include the name of the child, name of medication, dosage, route of administration, and time of administration.
- D. **Prescription medications** (including samples from physicians) shall be labeled by the physician or by the pharmacist to include the child's name, name of prescribing physician, and name of medication, dosage, and time of administration.
- E. **Non-prescription medications** (over-the-counter) must be in their original container and accompanied by written parent permission and a written order from a physician.

II. Middle School and High School - Secondary students may carry and administer their own medications under most circumstances. Any students requiring supervision must deposit their medication and adhere to the same policies and procedures outlined above.

III. All Grade Levels - This information must be updated at the beginning of each school year. If your child requires medication during the school day, please contact the school nurse.