

WILLS POINT INDEPENDENT SCHOOL DISTRICT  
HEALTH SERVICES

**NOTICE TO PARENTS :  
ADMINISTRATION OF MEDICATION AT SCHOOL**

In accordance with Section 21.914 of the Texas Education Code, the Wills Point Independent School District has adopted the following policy concerning the administration of medication to students by school employees. All medications (prescription and over-the-counter non-prescription medications) that are brought to school shall be kept in the Nurse's Clinic.

No school employee shall be authorized to administer medication to students unless the following conditions have been met:

1. The school has received a signed request to administer the medication to student, from a parent, legal guardian, or other person having legal control of the student
2. All medications must be FDA approved, in original container, properly labeled, stating:
  - a. Name of student.
  - b. Name of medication.
  - c. Amount to be administered.
  - d. Time to be administered.
3. All medications (prescription or over-the-counter non-prescription) that are required for more than 10 days require parent/physician request per WPISD form SH-708. Any changes in a student's prescription dosage and/or time to administer medication requires a new physician form with parental signature before any change in administering will occur at school. Short-term medications, such as antibiotics for 7-10 days, parents should complete form SH-705, Medication Request form. The initial dose of any new medication will not be given at school.
4. Non-prescription over-the-counter medications will be given only if they are in their original container with explicit instructions and a request to give the medication is in writing per form SH-705. To continue administering an over-the-counter (non-prescription) medication after ten calendar days also requires form SH-708 completion by physician and parent.
5. All medications brought to school should be counted by the parent and school nurse. Send **only** the amount of medication your child will need to take at school. You may send a month's supply for long-term medications. Parents unable to bring the medication to school should count the number of pills/tabs and send a dated, signed note verifying the number of the medication sent.
6. Medications should be picked up by parents. Medications will not be sent home with students unless written parental authorization is received.

SH-700 (Rev. 5-2013)

*Wills Point Independent School District does not discriminate against any student, employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, pregnancy, military status, genetic information, political information, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.*

*Healthy Students are Better Learners.*