



CCS Medicine Disbursement Policy

The proper care and safety of students while they are at school is of paramount importance to the CCS Administration, Faculty, and Staff. Key to this is the disbursement of over-the-counter (OTC) medications and prescription drugs to students consistent with nominal school policies and federal and state laws. The CCS Medicine Disbursement Policy defines how these drugs will be managed and disbursed to students during the school day. Any exceptions to this policy will require CCS Administration and Headmaster approval.

Over-The-Counter (OTC) Medicine

LOWER SCHOOL (K-5)

- Generally, OTC medications should be administered to a student by their parent/guardian before and after school.
- CCS may administer the following OTC medications to a student in an **urgent** situation only if a parent/guardian completes and signs an **Emergency Medical Form**. These forms can be obtained from the student's classroom teacher.
 - Acetaminophen
 - Ibuprofen
 - Topical Hydrocortisone Ointment
 - Topical Antibiotic Ointment
 - Benadryl (emergencies only)
- CCS may not administer cough drops to students.
- If a parent/guardian wishes CCS to administer OTC medications other than from the list above, the parent/guardian must provide the medication to the CCS Health Office in its original container with a signed note that provides detailed instructions on how/when to administer the medication to the student. This includes cough drops, insect repellent, and sunscreen.
- Lip Balm is permitted for self-carry and self-use.
- If there is no medication on hand in the event of an emergency, CCS will notify the parent/guardian and/or call 911.

UPPER SCHOOL (6-12)

All of the Lower School items above apply to Upper School students except for the following:

- CCS may administer the above OTC medications to a student in an **urgent** situation only if a parent/guardian completes and signs an **Over the Counter Medication Disbursement Permission Form**. These forms are available on Veracross or at the CCS front desk.
- Student self-administration of OTC medication is permitted only if it is in the original container and labeled with the student's name. The student should carry no more than a daily dose in the appropriate container. This includes cough drops.
- Upper School students may self-administer insect repellent and sunscreen.

Prescription Medicine (Includes Inhalers and EpiPens)

- All students that require prescription medication, including inhalers, antihistamine, and/or EpiPens, must have a Parent and Physician Order for Medication Form: Form 1702 that is completed and signed by the student's physician and parent/guardian and turned into the CCS Health Office. This form can be obtained from the Physician's office or at the front desk. A new form must be completed every year and anytime there are changes in medication directions. **This is required by General Statutes of North Carolina Chapter 115-307.**
- CCS will not administer prescription medication unless it is in a container dispensed by a pharmacy (or original container for an antihistamine) with the student's name, name of medication, date prescription filled, expiration date, and directions clearly marked.
- Parents/guardians are responsible for monitoring medication expiration dates and replacing medication when expired.
- It is the parent/guardian responsibility to inform the CCS Health Office if their child may require the use of inhalers/antihistamines/EpiPens while on campus and where the medication will be stored.
- At the beginning of each school year, the student's parent/guardian will need to bring the medicine along with the signed and completed Parent and Physician Order for Medication Form: Form 1702.
 - **Lower School Students:** Turn in forms and medicine to the CCS Health Office. Only emergency medicines may be self-carried and administered if the student has permission to do so on Form 1702. A Parent/guardian must inform the CCS Health Office and classroom teacher(s) of the need for medication, location(s) stored, and permission to self-carry and administer.
 - **Upper School Students:** All forms must be turned into the CCS Health Office. A parent/guardian must inform appropriate staff/faculty/coaches of the need for medication, location(s) stored, and permission to self-carry and administer. Prescription medication may be self-carried and administered by the student if they have permission to do so as documented on Form 1702. Otherwise, the medication will be stored and secured at the Upper School Administrative Assistant's desk.
- At the end of the school year, it is the parents' responsibility to take home all medicine stored at CCS.

If you have any questions, please contact Karen Bolick, Health Administrator, at 919-303-2560 x212 or kbolick@carychristianschool.org.