

2016 – 2017 School Year Guidelines for Student Medications at BCS

GENERAL GUIDELINES FOR MEDICATIONS NEEDED BY BCS STUDENTS

- All student medications will be received, stored and dispensed through the BCS Office only. This includes over-the-counter medications, as well as prescription medications.
- BCS does not have a school nurse on staff, and all medications will be administered by the BCS office staff.
- BCS students are only allowed to carry emergency medications (ie: epi-pen or inhaler) on themselves when specifically authorized by the physician and approved by the BCS office.
- BCS students should not be carrying over-the-counter medications on themselves at any time.

PAPERWORK REQUIRED FOR MEDICATIONS

According to the Birmingham Public Schools' medication policy, all medications administered by the BCS office must have proper paperwork on file. Proper paperwork includes:

- BPS Permission to Administer Medication Form
 - This form must be completed and signed by the parent/guardian for over-the-counter medications or by the parent/guardian **and** the child's doctor for prescription medications. The information on the form(s) must exactly match the medication(s) submitted to the BCS office. ***There will be no exceptions.***
- BPS Care Plan
 - A specific Care Plan is required if the student has **ASTHMA, SEVERE ALLERGY, INSECT STING REACTION, DIABETES, SEIZURE DISORDER, OR OTHER MEDICAL CONDITIONS**. The care plan must be completed **and** signed by the parent or guardian **and** the child's doctor. A Care Plan may need to be completed and filed with BCS even if the student does not require regular medications while in school.

GUIDELINES FOR TURNING IN MEDICATIONS AND PAPERWORK

Completed paperwork and medications should be turned in prior to the start of school (ideally at Back-to-School Registration in August) or during the school year as conditions warrant.

- Medications and paperwork should be submitted simultaneously.
- Prescription medications must be in their original packaging with the pharmacy label attached.
- Over-the-counter medications must be in their original containers. **Please purchase travel size containers.**
- Sandwich bags containing pills are not acceptable.
- Please check the expiration dates on all medications, before you bring them to BCS.
- Only parents or guardians can bring in medications to the BCS office.
- Medications and paperwork must be given directly to the office staff and not a parent volunteer.
- Medication contact: Nancy Best 248.203.4522, NBest@birmingham.k12.mi.us .

EPI-PENS AND INHALERS

EPI-PENS or **INHALERS** may be carried by the student under certain conditions. The BCS Office must have a **BPS Permission to Administer Medication form**, along with a **severe allergy care plan or asthma care plan**, whereby the physician authorizes your child to carry the EPI-PEN or INHALER on themselves.

If your child requires an Epi-pen or Inhaler on the bus, you should contact the transportation department directly.

FURTHER ACCOMODATIONS

If your child has a physical or mental disability that may require accommodations within the school setting, please contact the main office to make an appointment with a counselor.

If you have any questions regarding your child and their medication needs, please call the BCS office at 248 203-4522. We are always happy to help you!