

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS  
DEPARTMENT OF PUPIL SERVICES AND GUIDANCE  
OFFICE OF HEALTH SERVICES

**PARENT FACT SHEET FOR MEDICATION AT SCHOOL**

- A. Medication should be sent to school ONLY when it is ABSOLUTELY NECESSARY.
- B. Controlled substance medication, such as Ritalin, must be brought to school by the parent.
- C. Parents must give the first dose of any new prescription or over-the-counter drug except PRN (as needed) emergency medication, e.g., Epipen.
- D. Medication that needs to be broken (e.g., pills that need to be divided in half) must be done by the parent.
- E. When medication is sent to the school with prior approval, please do the following:
1. Notify the school staff the day medication is being sent to the school.
  2. Send completed "Physician's Medication Authorization For Prescription and Non-Prescription Medication" Form (PS-51), with prescriber's signature, to the school.
  3. Prescription medication will not be accepted by the school system unless it is labeled by a registered pharmacist with:
    - The pharmacy name, address, and phone number
    - Prescription number
    - Date prescription was filled
    - Name of student
    - Name of medication
    - Directions for administration
    - Quantity provided
    - Any special instructions (often a colored sticker)
    - Name of physician
    - Number of Refills
    - Expiration dates (except for prescriptions filled in federal facilities)
- Nonprescription over-the-counter medications must come to school in the original container labeled by a registered pharmacist with:
- Name of student
  - Date
- F. Notify Health Services staff IMMEDIATELY when your child needs specialized medication such as: nebulizer treatment, inhaler, epipen or diabetes management. There are special forms that you need to take to the authorized prescriber. These forms can be obtained at your school or on the school system website [www.pgcps.org](http://www.pgcps.org).

G. A new medication form must be submitted:

1. At the beginning of each school year.
2. When there is a change in dosage or time medication is given or a change in specialized services.

**NO MEDICATION WILL BE GIVEN TO YOUR CHILD WITHOUT THE PROPER FORM BEING COMPLETED BY YOUR PHYSICIAN AND THE PROPERLY LABELED MEDICATION BOTTLE.**

If you have any questions, please call the Health Services staff member at your school.