

Dear FBCS Parents:

Due to changes in state requirements for the administration of medication by non-medical personnel, we have adopted the following policies and procedures. We appreciate your prompt attention and compliance with the policies of FBCS.

Please note the following 3 categories of medication and the various requirements for each type of medication or medical service to be administered by the non-medical staff of FBCS.

1. **OVER THE COUNTER MEDICATIONS** – including but not limited to homeopathic remedies, pain relievers, antihistamines, cough drops, etc.
 - At no time will any medication be dispensed without the original packaging, a labeled liquid measurement dispenser if needed, AND the required consent form (ELEM109 or LIC9221).
 - Medication will only be administered according to the instructions on the product's label.
 - Pain relief medications left on file for the year will require parental consent via personal contact each time they will be administered.
 - Product expiration dates will be strictly adhered to.
 - Any medication not picked up within 7 days of the administration termination date will be properly disposed of by FBCS.
 - Only adults will be allowed to drop off or pick up medication.
2. **PRESCRIPTION MEDICATION** – including but not limited to antibiotics, inhalers, or other daily prescriptions, etc. which contain specific dosing instructions per the physician's orders on the label.
 - At no time will any medication be dispensed without the original packaging, a labeled liquid measurement dispenser if needed, AND the required consent form (ELEM110 or LIC9221).
 - Medication will only be administered according to the physician's orders indicated on the original pharmacy label.
 - Any physician order which indicates administration of medication "as needed" will require an Incidental Medical Service Plan.
 - Product expiration dates will be strictly adhered to.
 - Any medication not picked up within 7 days of the administration termination date will be properly disposed of by FBCS.
 - Only adults will be allowed to drop off or pick up medication.
3. **INCIDENTAL MEDICAL SERVICES AND MEDICATIONS** – insulin, nebulizers, Epi Pens, inhalers labeled use as needed, etc.
 - At no time will any medication be dispensed without the original packaging, a labeled liquid measurement dispenser or other medical supplies if needed, AND the required consent forms (FBCS232 AND LIC9221, LIC9166 for nebulizers).
 - Medication will only be administered according to the physician's orders attached to form FBCS232.
 - Product expiration dates will be strictly adhered to.
 - Any medication not picked up within 7 days of the administration termination date will be properly disposed of by FBCS.
 - Only adults will be allowed to drop off or pick up medication.