

Sunflower County Consolidated School District's  
MEDICATION ADMINISTRATION POLICY & PROCEDURES



Whenever possible, administer medications at home. However, the Sunflower County Consolidated School District acknowledges that, on occasion, it may be necessary for students to take medication during school hours, and we are available for assistance. To assist students with **prescription** (i.e., Inhalers, Insulin, and Adderall, etc.) and **non-prescription** (i.e., Tylenol, Advil, Benadryl, etc.) medications by the school nurse or designee, the following **must** be done:

- ✓ Parents or Guardians should obtain an authorization/consent form from the school nurse's office or principal's office. **NO MEDICATIONS WILL BE GIVEN TO STUDENT WITHOUT THIS FORM BEING ON FILE.**
- ✓ Both the parent and the doctor prescribing the medication must sign the authorization/consent form.
- ✓ All prescription medications must be in an appropriately labeled pharmacy container.
- ✓ All non-prescription medications must be in the original container, which identifies the drug. **DO NOT SEND MEDICATIONS IN A BAGGIE.**
- ✓ A parent or an adult must bring medications to the nurse's office or principal's office. Meds will be kept in a locked cabinet.
- ✓ Contact the school office if the child is taken off medication or will no longer receive it.
- ✓ The parent will bring any refills to the school promptly.
- ✓ The parent will pick up any expired or unused medications from the school at the end of the school year or when treatment has ended.



Please contact a district nurse if you have any questions. Thank you!

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