



Millbrae Elementary School District
555 Richmond Drive
Millbrae, CA 94030
650-697-5693 • 650-697-6865 (fax) • www.millbraeschooldistrict.org

ADMINISTRATION OF STUDENT MEDICATIONS AT SCHOOL

The Millbrae Elementary School District recognizes that your child may occasionally need to take medication during school hours. In order to provide a safe and supportive environment, The Millbrae Elementary School District has developed policy regarding the dispensing of medications in school. (BP/AR 5141.21) This policy, in accordance with California Education Code, applies to all students taking medication during school hours and includes medication prescribed for a student's illness or chronic health condition, (i.e. antibiotics, asthma inhalers) over-the-counter medications (i.e. acetaminophen, ibuprofen) and home remedies.

If your child needs to take medication, please discuss with your child's health care provider the possibility of arranging medication outside of school hours. If it is necessary for your child to either take medication or have access to emergency medication (i.e. asthma medication) at school, the following guidelines must be met:

Guidelines for Student Medication at School

The Millbrae Elementary School District Staff will only dispense medication or allow the student to self-administer medication when the following requirements are met:

1. A Parent/Physician Authorization and Release for the Administration of Medication at School or a Parent/Physician Authorization and Release for the Self-Administration of Medication at School form must be completed by both the parent/guardian/caregiver and the healthcare provider for all medications taken at school. The completed form must be returned to your child's school PRIOR to the administration of medication at school.
2. Parent/Guardian/Caregiver must provide the medication in a pharmacy labeled or original container/dispenser.
3. Parent/Guardian/Caregiver must deliver the medication to school personally or send it with a designated adult. Please contact the District Nurse with any questions. (jlustig@millbraesd.org or by phone at 650-697-5693 ext. 008)
4. Medication Forms must be completed annually for each medication taken at school.
5. Medications may be administered at school according to the healthcare provider's instructions by:
 - a) The school nurse or a designated trained staff member;
 - b) The Parent/Guardian/Caregiver or designee who may come to school to administer the medication on a pre-arranged schedule;
 - c) The student, who under certain circumstances, may self-administer medication.
6. The Parent/Guardian/Caregiver will be notified prior to the end of the school year to retrieve their child's medication(s).

Students, staff and families may contact the District Nurse at jlustig@millbraesd.org , or call (650) 697-5693 ext. 008 for assistance.
