



Hammitt Elementary School

108 East Willow Street
Normal, IL 61761
(309) 452-1170

Hammitt Elementary School Medication Policy

The nurse at Hammitt School administers the medications prescribed to be taken during school hours. On rare occasions when a nurse is not available, medication will be administered by a supervisor. The children are not expected to remember to go to the nurse's office when it is time for their medication; the nurse goes to the children at the prescribed time. The medications will be given within 30 minutes before or after the prescribed time or the parent/guardian will be notified.

All prescribed medications and over the counter medications require a written doctor's order and written parent/guardian consent. The consent forms are available from the nurses or the Family Advocates. If you have a scheduled doctor's appointment and you anticipate a medication change, please take a blank form with you. We will accept an order on a prescription pad or another school's form if a Hammitt School medication consent form is not available. All medication consent forms need to be updated every year.

It is extremely important that the children receive their prescribed medication consistently for medical and educational reasons. It is the parent/guardian's responsibility to monitor when medication has been sent to school and when it will run out. The nurses will help with this process by sending home the empty prescription bottle to be refilled when there are 1-3 doses left at school; this will serve as a reminder to you. The empty medication bottle will be sent home in a bright green envelope. Please return the medication in the same envelope and make sure that it is sealed, so that we can determine if the envelope has been tampered with. When you obtain a refill of medication for your child we recommend that you count the number of school days for that month and send in a one month supply. We request that you write in the number of tablets you are sending to school on the label of the envelope. All prescription medication brought to school must be in the original container, labeled by the pharmacist with correct instructions for administering the medication. Non-prescription medication should also be sent in the original container. For safety reasons, medications should not be in the child's possession during the transport to school.

On occasion, as needed, the school nurse may administer or apply these over-the-counter products to your child: personal hygiene products, skin moisturizer, mouthwash, sunscreen, insect repellent, anti-itch cream, medicated or antibiotic ointment, antiseptic wash, lice cap, eye drops or cough drops.

Please keep the nurse and Family Advocate informed of any allergies or changes in medication at home.

Feel free contact the school nurse with any questions by calling (309) 451-7274.