



# Woodruff Middle School

Spartanburg School District 4

## Woodruff Middle School Medication Policy

Dear Parent/Guardian:

Please note for **ANY** medication, over the counter or prescription, to be administered at school, there must be a signed parent permission form and a doctor's order on file. The doctor's order may be faxed from the doctor's office, if necessary, to 476-6036.

No over the counter medication may be given at school without this parent permission form. This includes Tylenol, Advil, Aleve, Pepto Bismol, Claritin, Excedrin, Midol, Aspirin, cough drops, any type of cream or ointment, and all other over the counter medication.

Students approved (having a parent permission form and a doctor's order on file) to take over the counter medications should supply the medications. Medications must be given to the nurse for storage. Woodruff Middle School does not supply any over the counter medications.

The following information is located in your student's agenda planner under Health Services:

- *The Nurse or Principal appointed designee will administer all medications at school.*
- *All medications are stored in a secure cabinet in the Health Room. Students may not keep any medications with them during the school day.*
- *Students should not transport medications back and forth from school. A parent should transport all medications to and from school.*
- *All medications must be in the **original labeled** container identifying the student's name, name of medicine, and dose and time to be given.*
- *For ANY medication to be administered at school, there must be a signed parent consent form on file.*
- *For all over the counter medications to be administered at school, there must be a signed parent consent form AND a doctor's order on file. Doctor's offices may fax the information to the school or provide to parents to present to the school.*
- *The school can provide NO medications of any kind for students.*

Please contact me with any questions regarding your child's medications. I can be reached at 476-3150, ext. 3508, or by email at [mmccarley@spartanburg4.org](mailto:mmccarley@spartanburg4.org).

Thanks,

Melissa McCarley, RN  
WMS School Nurse