

Student Medication Dispensing Procedures

- **All parents of students under 18 will give their medications to the school secretary.**
- **Students 18 and older will give their medications to the school secretary.**
- **The secretary will dispense all medicines at lunch time or on the required schedule.**
- **Students will sign that they received their medications.**
- **Secretary will keep daily records of all medications dispensed.**
- **Secretary will call parents when prescriptions need to be refilled.**
- **Adult students will be given their remaining medication on Friday or upon request.**