



**KIPP**Public Schools  
JACKSONVILLE

## Medication Policy

Dear Parents/Guardians:

If your KIPPster needs to take medication during the school day (whether prescribed or over the counter), here are the steps that must be completed:

- All of your online SchoolMint registration, including medical information questions, must be completed. This includes acknowledging all of the general agreements that relate to medication.
- A parent/guardian must bring in the student's medication to the front office, clearly labeled with your student's name. **Medication cannot be directly sent in with the student.**
- The "DCPS Medication Administration Authorization" form must be completed and signed by both a Health Care Provider and the Parent/Legal Guardian before medication will be administered at school. Any changes to the medication must be indicated on a new form. No oral directions, whether in person or over the phone, will be accepted.

When your student's medication is running low, a slip will be sent home with your student (usually when a week's supply is left).

All KIPP Jacksonville students will be monitored in the front office while taking medication.