

Med tech office procedures for 2020/2021:

Student info:

- 1) One person in office at a time.
- 2) Must wear mask at all times.
- 3) Stand on blue lines outside of med tech office while waiting.
- 4) Medication students will have a separate area to take medication and must be let in by med tech or staff.
- 5) Students cannot transport medication to or from school. Medication must be brought in by a parent or guardian.

Parent info:

- 1) Parents please make sure your phone information is correct so that we may contact you as needed.
- 2) Parents should pick up student within 30 Minutes once med tech has made the call for a student to be picked up with any kind of illness.
- 3) No parents allowed in med tech office for safety of parent, students and staff.
- 4) Parents will drop off medication in front office. Ms. Kelley will be called up to speak with you and to take all forms and count medication before you leave the building.
- 5) Medication must be in original container with clear instructions on medication container.
- 6) No expired medication and dosage must be exact on forms and match directions on bottle. .
- 7) Short form is a 10 dosage form no more than 10 will be taken in at time of drop off.
- 8) Long term form must be signed by a doctor with the directions matching the ones on the bottle.
- 9) We will be excepting one month of dosage for long term medication at a time.
- 10) Each medication needs its own form.
- 11) Also in the student handbook a change has been made for students with Diarrhea and vomiting they will be sent home and cannot return to school until they are 24 hours free of symptoms. Once again the student should be picked up within the hour.
- 12) Students **Will NOT** be allowed to carry any medication on them. The only medication that may be carried on a student is Emergency medication such as an Epi pen or an inhaler for example.
- 13) Any morning medications need to be given at home before the students come to school to help keep social interaction to a minimum in the med tech office.
- 14) Students cannot transport medication to or from school. Medication must be brought in by a parent or guardian.

Thank you for your understanding and patience.

Med Tech

Ms. Kelley