



# North Raleigh Christian Academy

7300 Perry Creek Road, Raleigh, NC 27616 • (919) 573-7900 Office • (919) 573-7901 Fax  
nrcaknights.com

## Over-the Counter or Prescription Medication Procedure 2023/2024 School Year

The law provides specific guidelines on the administration of over-the-counter or prescription medications to a child in a licensed or unlicensed childcare facility, including childcare facilities operated by public and private schools. Without proper written authorization from the child's parent/guardian and physician, employees or volunteers are prohibited from administering medication.

Therefore, when bringing medications to the school office for a specific student, written authorization will need to be included with the student's name, date or dates for which the authorization is applicable, dosage instruction, and signature from the child's parent/guardian and physician.

Medication must be brought to the office by the child's parent/guardian and given to the school nurse. All medication must be brought in small bottles no taller than three inches, and prescription medication must be labeled with an official pharmacy label. As an alternative, the pharmacist may print an additional label to be attached to the bottom of this form. Other than the EpiPen, NRCA staff will not administer medication in injectable form.

NOTE: If the medication is in liquid form, a dosage cup or measuring tool must be provided.

Student's Name \_\_\_\_\_ Homeroom \_\_\_\_\_

Medication \_\_\_\_\_

Dates Applicable \_\_\_\_\_

Dosage Instructions \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Physician's Signature \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_

Medications must be picked up from the school office by the last day of school.  
All medications not picked up will be destroyed.

