

**WOODRUFF HIGH SCHOOL**  
Prescription Medication Procedure

1. A “Woodruff High School Medication Form” must be completed by the parent and delivered to the nurse or the designee in the office with the prescription medication.
2. The prescription medication must be stored in the original pharmacy bottle with the child’s name, correct date on the bottle, prescribing physician’s name, dosage to be given. Request two (2) containers from the pharmacy if the medication must also be taken at home, since students will not be allowed to transport prescription medication to and from school on a daily basis.
3. The nurse or designee will record the administration on the appropriate school Medication form.