MEDICATION ASSESSMENT OFFICE

The parent/guardian and student must report to the Medication Assessment office with the following:
- State of Louisiana School Medication Order Form completed and signed by a licensed healthcare provider*
- Parent Consent Form completed and signed by parent/legal guardian*
- Prescribed medication in a container with a printed pharmacy label

*Required forms are available in the school office or may be uploaded https://www.jpschools.org/Page/306.

GUIDELINES FOR REGISTERING MEDICATION

- The student must accompany the parent or guardian for an assessment by a JPSS School Nurse.
- The information on the printed pharmacy label must agree with the medication order.
- JPPSS employees are not allowed to administer eye drops, ear drops, medication applied to the skin or medication that exceeds the manufacturer’s maximum recommended dose.
- Emergency medications (Glucagon, Nebulizer, Diastat, Insulin etc.) must be approved by the nurse at your child’s school. To schedule an appointment, please contact the school directly.
- Over-the-counter medications must be registered using the same procedure listed above.
- At the end of each school year, all medications must be picked up by a parent or designated adult no later than 7 days after school closes.
- Medication paperwork completed for the new school year must be dated on or after July 1st.
- Only a registered pharmacist can cut pills in half or alter medication.
- Medication refills must be signed in by a parent or guardian in the school office.
- No more than a 35-day supply of medication can be checked in or kept at school.

GUIDELINES FOR HEALTHCARE PROVIDERS

- Each prescribed medication requires a separate State of Louisiana School Medication Order Form.
- All fields on the School Medication Order form must be completed by a licensed healthcare provider.
- The prescribed dose must be specific and may NOT include a “range” (for example 2 puffs, 1 tablet, 1 tsp, etc.)
- The prescribed dose cannot exceed the manufacturer’s maximum recommended dose.
- The expiration date on the State of Louisiana School Medication Order should be written as “end of school year” to include summer camps and summer programs if applicable.

MEDICATION ASSESSMENT OFFICE DAYS & HOURS

Refer to the calendar on the reverse of this letter for office schedule and hours. Due to COVID-19 restrictions, appointments are required during regular school and summer hours.

MEDICATION ASSESSMENT OFFICE LOCATIONS

<table>
<thead>
<tr>
<th>East Bank</th>
<th>West Bank</th>
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<tbody>
<tr>
<td>Emenes Building</td>
<td>Administration Building</td>
</tr>
<tr>
<td>Phone: (504) 736-1857</td>
<td>Phone: (504) 349-7672</td>
</tr>
<tr>
<td>822 South Clearview Parkway</td>
<td>501 Manhattan Boulevard</td>
</tr>
</tbody>
</table>