

### PROCEDURES FOR ADMINISTRATION OF MEDICATION

1. Parents will be informed of medication policy and need for "Authorization for Medication" form. Information will be provided by the student handbook and/or parent letter.
2. "Authorization for Medication" forms may be obtained at the health care provider's office or the school's administrative office.
3. Completed "Authorization for Medication" form with proper documentation shall be maintained at the site where the medication is administered (front office, classroom, etc.)
4. School Personnel responsible for administering medications shall complete annual Medication Administration Training provided by School Nurses.
5. All medication administered (prescription and non-prescription) by school personnel must be presented in the original container.
6. If a student needs a non-prescription (over-the-counter) medication, an "Authorization for Medication" form needs to be signed by the physician and the parent specifying the dosage, time and frequency of medication. If the need is short term (less than a week), only a parents note is required that states the medication, dosage, time and frequency of medication. The parent always has the option to come to school and administer the medication.
7. School personnel responsible for administering medication (prescription and non-prescription) shall document on the "Medication Log." Daily medication logs shall be kept in a locked file or cabinet. In the absence of school personnel designated to dispense medications and document on medications logs, the principal shall delegate and monitor these activities.
8. Medications shall be secured in a locked cabinet, file or box under control of designated staff with the exception of rescue medications, which should be stored in a designated unlocked cabinet, file, or box under control of designated staff. Refrigerated medications shall be stored in an area with limited access.
9. Parents are responsible for informing the school principal of any serious changes in the child's health or any change in the medication to be administered. Changes in medication, including altered dosage and changes in time and frequency of administration, requires authorization from the prescribing physician on an "Authorization for Medication" form.
10. All medications shall be transported to and from school by parent/guardian for

elementary and middle school students. The only exception is that with prior documentation on the "Authorization for Medication" form, students who have permission to self-medicate may carry rescue medications. (Examples: asthma inhalers, insulin, epinephrine)

11. High school students may administer some of their own medication. Proper documentation on the "Authorization for Medication" form, including a physician's consent that students can self-medicate, shall be filed in principal's/designee's office. Class 2 Controlled Substances shall be transported to and from school by parent/guardian for high school students and administered by school personnel (examples: Ritalin, Oxycontin, Percocet, Adderol, Concerta).
12. School personnel responsible for administering medications to an individual student shall ensure that the student receives the scheduled dose during school sponsored field trips which take place during the school day.
13. It is a privilege for students to be allowed to self-medicate during school hours. Abuse of this privilege shall result in its revocation.
14. Unauthorized over-the-counter and prescription medication shall not be given to any student by any member of the school staff under any circumstances.
15. At the end of the school year, "Authorization for Medication" forms and daily medication logs shall be filed in students' health folders.
16. At the end of each school year, schools shall notify parents/guardians that medications should be picked up from school or they shall be disposed of if they remain on school property after a designated date.

**Last Revisions/Adoption:** June 21, 2004

**Legal References:** None

**Cross References:** None