

I. PURPOSE

The purpose of this policy is to provide accurate administration and secure storage of student medication at school. The diagnosis of illness is not the responsibility of the School.

II. DEFINITIONS

- A. Medication: prescription or nonprescription drugs, treatments, creams or other preparation used for the purpose of treating illness or conditions.
- B. School nurse: person whose job responsibilities include nursing duties
- C. Physician: the prescribing authority

III. ADMINISTRATION OF MEDICATION

- A. Whenever possible, parents/guardians are encouraged to give their children medication outside of school hours.
- B. Students requiring medications in school will be identified by their parents/guardians and/or the physician to the school nurse, his or her designee, and other school personnel as needed.
- C. Prescription Medication
 - 1. May only be given with written permission from the physician and the parent(s)/guardian(s). Written permission must include name of student, medical condition, name of medication and strength, dosage, time/frequency, and duration of treatment.
 - 2. Forms are available on the School's website and in the administrative offices; alternate forms are acceptable as long as they include the necessary information and physician signature.
 - 3. The parent(s)/guardian(s), who request and authorize the designated school personnel to give the medication in the dosage so prescribed by the physician, thereby release school personnel from liability should reactions result from the medication.
 - 4. If there is any change to the student's prescription, the School must receive written documentation from the physician.
 - 5. Medications must be in their original container with the student's name, name of physician, dosage, and pharmacy name and phone number on the label. The taking of the dosage will be supervised by the school nurse or other designated school personnel at a time conforming with the physician's indicated dosage schedule.
 - 6. A student may self-administer his/her inhaler/Epipen, if appropriate as assessed by the physician.
- D. Nonprescription Medication
 - 1. Parent(s)/guardian(s) may request nonprescription medication be given to their student. Written requests are required; they must include student name, medication name, dosage, route, time, duration of treatment, and reason for request.
 - 2. Medications must be in their original container with the student's name and dosage.

3. Nonprescription medication will only be given for up to 3 days without a physician’s written permission, as described in III.C.1.
 4. The School has the authority to reject a request to administer nonprescription medication.
- E. School personnel will document administration of medication.
 - F. Only inhalers or Epipens may be carried and/or self-administered, and only with written physician permission. No other prescription or nonprescription medication may be self-carried.
 - G. All physician authorizations for medication expire at the end of the school year.
- IV. STORAGE OF MEDICATION
- A. Medications at school will be locked.
 - B. Epipens and inhalers are in unlocked storage, labeled with student’s name. The storage room is locked when students are not present.
 - C. Medication stored in classrooms must abide by all conditions in this policy and the individual responsible for administering the medication must have received appropriate training.
 - D. School nurse or designee may notify parent(s)/guardian(s) when stock of medication is low or expired.
 - E. Expired or unused medication will be returned to the parent(s)/guardian(s). The School nurse or designee will document the return of the medication.