

RECOMMENDED GUIDELINES FOR MEDICATION ADMINISTRATION IN SCHOOLS

STUDENT MEDICAL AUTHORIZATION

No school personnel shall dispense to any student, nor shall any student possess or consume any prescription or non-prescription medication unless the **Medication Permission for Student** form has been filed with the school. This form shall be completed by the student's parent or guardian and licensed prescriber and shall be on file at the school prior to the dispensing of any medication to a student. The **Medication Permission for Student** form must be renewed annually at the beginning of each school year. Forms are available in the school office.

MEDICATION ADMINISTRATION

A. All medications given in school, including non-prescription drugs, shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. Such written documentation must be maintained in the student's individual medication record.

1. A written order for prescription and non-prescription medications must be obtained from the student's licensed prescriber. The order includes:

- Student's Name
- Date of Birth
- Licensed Prescriber Name, Signature and Date
- Licensed Prescriber Phone and Emergency Number(s)
- Name of Medication
 - dosage
 - route of administration
 - frequency and time of administration
- Diagnosis Requiring Medication
- Intended Effect of the Medication /Possible Side Effects
- Other Medications Student is Receiving
- Time Interval for Re-Evaluation
- Approval for Self-Administration
- Approval for students to carry emergency medication on their person (i.e. inhaler, Epi-Pen)

2. Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

Prescription medication shall display:

- Student's Name
- Prescription Number
- Medication Name and Dosage
- Administration Route or Other Directions
- Date and Refill
- Licensed Prescriber's Name
- Pharmacy Name, Address and Phone Number
- Name or Initials of Pharmacist

3. Over the Counter Medication (OTC):

OTC (non-prescription) medication shall be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.

B. In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s) or guardian requesting that medication be given during school hours. The request must include the name of the student, the parent(s) or guardian's name and phone number in case of emergency. It is the parent(s) or guardian's responsibility to ensure that the licensed prescriber's order, written request and medication are brought to the school.

C. Students should be evaluated on an individual basis regarding the need to carry emergency medication. A written statement signed by the student's physician and parent verifying the necessity and student's ability to self-administer the medication appropriately should be on file in the school office.

D. Medications must be stored in a separate locked drawer or cabinet. When the medication being stored is a controlled substance, the locked cabinet must be securely affixed to the wall. Medications requiring refrigeration must be kept in a locked refrigerator separate from food products.

E. At the end of the school year or the end of the treatment regime, the student's parent(s) or guardian is responsible for removing from the school any unused medication.