MEDICATION ADMINISTRATION

**Rationale:**
Medication is administered during the school day to enable all children to remain in school, to maintain or improve health status and to improve the potential for learning. Medication should not be taken during school hours if it is possible to establish a medication regime at home.

**Objectives:**
1. To provide a safe and acceptable means of administering medication to students.
2. To collaborate with the parents and physicians to ensure that medication achieves the desired effect and that any adverse effects are reported.
3. To educate school administration and personnel regarding the policy and procedure for dispensing medicine to students, as well as the desired effect and possible adverse reactions of the medications they may be required to administer.

**Prescription Medication Policy and Procedures:**
1. Any student who is required to take a medication as ordered by a licensed physician during the school day, will be assisted by the school nurse or another member of the school staff, so designated by the building principal.
2. A prescription medication form must be completed and signed by the physician and parent or guardian. Medication orders must be renewed each school year. Prescription medication forms are available in the nurse's office, the front office or on the district web site.
3. The medication must be transported by the parent or guardian to the school nurse. Students are not allowed to carry their own medication at any time. The school nurse may give permission for the student to carry inhalers or EpiPens on a case-by-case basis.
4. Medication (up to a thirty-day supply) will be kept locked at the nurse's office. The medication must be kept in the original pharmacy container with the correct prescription label attached.

**Over the Counter Medication Policy and Procedures:**
1. Acetaminophen, ibuprofen, anti-itch creams, antibiotic ointment, and cough drops are available to students who have parental permission on file, and only after being evaluated by the school nurse, or in the nurse's absence, a nurse substitute.
2. An over the counter medications form and health history must be completed and signed by the parent each school year. A letter to parents or guardians which outlines the medication policy and the required permission slips will be in opening day packets and all new registration packets.
3. Acetaminophen and ibuprofen will not be administered more than three times in one month without written physician permission. In this instance, the parent will also be asked to supply an unopened bottle of analgesic to be kept in the nurse's office for their own child's use. The analgesic must be transported by the parent or guardian to the school nurse. Students are not allowed to carry their own analgesic at any time.
4. All other over the counter medications must be approved by the nurse and supplied by the parent.