

## **ADMINISTERING MEDICATIONS TO STUDENTS**

### Definitions

#### I. Physician Prescribed Medications – Basic Requirements

No medication shall be given to a student by an employee or agent of the Board of Education unless the following are delivered to the individual(s) responsible for administering the medication:

- A. Written instruction from the prescribing physician for the administration of the prescribed medication. Said written instructions must be signed by the prescribing physician.
- B. A written statement from the parent or guardian of the affected child:
  - 1. Authorizing school personnel to give the medication in the prescribed dosage, and
  - 2. Authorizing school personnel to contact the physician directly.

#### II. Physician Prescribed Medications – Procedures

##### A. Consent Forms Required:

No medications will be administered by school personnel or its agents unless and until the following forms are completed to the satisfaction of the School Principal.

- 1. Parental Medical Consent Form
- 2. Physician Order for Medication Administration Form

##### B. Medication Information Required:

Medication to be administered at school must have the following information printed on the container in language understandable to the lay person:

- 3. Child's full name
- 4. Name of drug and dosage
- 5. Time and quantity to be given
- 6. Physician's name
- 7. Possible side effects

##### C. Employees Designated to Give Medication:

Medications will be administered by the School Principal or by individuals designated by the Principal. Except where an emergency is believed to exist, in no instance shall a medication be dispensed by other than a school employee or agent while the pupil is at school unless specifically approved in writing by the parent / guardian and

##### D. Responsibility

It is the responsibility of the student, if appropriate, not school personnel, to get his / her medication at the designated time.

E. Storage of Medications:

Only limited quantities of any medication are to be kept at school. Said medications are to be kept in a safe place not accessible to students and checked out only by a district employee or agent designated to administer the medication.

F. The length of time for which a medication is to be administered shall be specified in the written instructions from the prescribing physician. Any change in dosage or time to be administered must be in writing, said changes to be at the request of the physician only.

G. Updating of Prescriptions and Other Requirements:

All consent forms and related materials must be renewed annually and / or at any time a medication is changed.

H. District Record Required:

Accurate and confidential written records shall be established and maintained for each pupil receiving medication.

1. The Principal shall maintain a daily and up-to-date record of pupils in his / her school requiring medication during school hours. The record shall include the pupil's name, as well as persons designated for administering the medication.

III Non-Prescription Medications

Designated personnel will administer non-prescription (over-the-counter) medications only with parental approval as indicated by written consent on **Parental Medical Consent Form**.

Date of Adoption

January 8, 1985