

## **MEDICATION POLICY**

Medications should be administered to children at home rather than at school whenever possible. Students requiring medication at school should be identified by their parents/guardians to the school nurse. He/she in turn, shall assume authority for involving designated school personnel in administration of the medication. This does not prohibit the older and reliable student from assuming the responsibility him/herself, with the approval of his/her parents/guardian and physician.

### **Prescription Medication**

The physician prescribing the medication has the power to direct, supervise, decide, inspect and oversee the administration of such medication. No medication shall be given to a student by an employee or agent of the Board of Education unless the following are completed:

1. Written and signed instructions from the prescribing physician.
2. The written statement from the physician:
  - identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the condition or reactions of the student to the prescribed medication, and
  - reflect a willingness on the part of the physician to accept direct communication from the person administering the medication.
3. A written statement from the parent/legal guardian:
  - authorizing school personnel to give the medication in the dosage prescribed by the physician, and
  - authorizing school personnel to contact the physician directly.

### **Nonprescription Medication**

Nonprescription medications will be administered only after the following criteria are met:

1. A written and signed statement submitted by the parents/legal guardian giving consent for the medication to be given.
2. The school nurse has checked the medication to assure appropriateness of dose, medication and frequency.
  - Personnel designated to administer medications are instructed in method of administration dosage and time of administration.

### **For either Prescription or Nonprescription Medication:**

1. The medication must be in the original pharmaceutical container and properly labeled, which includes:
  - child's full name;
  - name of drug and dosage;
  - time to be given; and
  - physician's name (for prescription only).

2. Medication will be kept in a safe place.

3. Only limited quantities of medication shall be kept at school.

- It is the responsibility of the student, if appropriate, NOT school personnel, to come for his/her medication at the designated time.
- An accurate and confidential medication administration record shall be maintained for each student receiving medication, including the name of the drug, dose and time given.

6. All written consent statements/forms shall be on file in the school nurse's office.

7. The classroom teacher and school personnel may be asked to record unusual behavior of the student on medication.

- School personnel should not diagnosis and treat illness or prescribe drugs. This is not a school responsibility and should not be undertaken by school personnel.