

Adopted: 11-10-87

Revised: 10/18/04

Reviewed: 5-21-12

**DISTRICT POLICY NO. 10230**

**ALBERT LEA AREA SCHOOLS  
DISTRICT 241**

**SCHOOL MEDICATION**

1. This policy includes BOTH prescription AND over-the-counter medications.
2. Since giving medications to students presents some potential problems, it is preferred that medications be given at times OUTSIDE of school hours if possible. If not possible, trained school staff will assist students and parents with this responsibility.
3. Students requiring medicine at school shall be identified by parents to the school nurse, health coordinator, secretary, principal or teacher.
4. The Medication Physician Order and Parent Authorization Form must be completed by the parent AND physician BEFORE any medication will be given in the school. All medication must be accompanied by this written physician's order and parent authorization form.
5. The parents of the student shall assume responsibility for informing the school nurse of any change in the student's medication. Medication dosage changes must be prescribed and documented in writing by the physician. When circumstances warrant, the physician may provide verbal medication orders or changes of dosage to the school nurse only. Verbal orders must be followed by written authorization.
6. For the parent and the child's protection, the medication will be brought to the school office by an adult. (If there is any reason this is not possible, please contact the school nurse, building secretary or clerk.)
7. All prescription medication must be brought to the school in a prescription bottle as issued by a pharmacist. (A duplicate bottle can be obtained from the pharmacist upon request.) The label on the duplicate bottle must match the doctor's order. Over-the counter medication must be brought in the original, sealed, purchased container with the child's name written on it. If the medication dosage means that pills need to be cut in half, the medication must be brought to school already cut (pharmacists or parents should cut the pills in half before bringing to school). Some medications (i.e. Ritalin, Cylert, Dexidreine) are considered controlled substances. Parents may be asked to bring only a one (1) month supply at a time to the school, since the bottle of medication needs to be counted after each dose is given.
8. All written medication authorizations are effective for the current school year only.

9. Medications will be kept in a locked cabinet, file, or drawer. Any exceptions to this rule must be cleared with the school nurse.
10. Bronchial inhalers for students requiring this breathing assistance may be carried with the student upon the doctor's written order, parent permission, and health office notification. Teachers will be informed.
11. Requests for self-administered medications will be dealt with on an individual student basis. Approval will be determined on a case-by-case basis by the school nurse. These students must have the Medication Request and Authorization Form filled out and on file in the health office.
12. Students without prior approval, observed by school personnel self-administering medications, will be reported to the principal.
13. Any medication given by school personnel, other than oral or inhalers, must be dealt with on a one-to-one basis with the school nurse, parents, physicians, and school personnel (i.e. eye drops, ear drops, injections, gastrostomy tube medications, rectal medications, emergency medications). The school district retains the discretion to reject requests for administration of medication by school district staff.
14. Field trips - planning for students with conditions that require medication on field trips will be done on an individual basis PRIOR to the day of the field trip, with the help of the parent/guardian. It is the teacher's and parent's responsibility to inform the Nursing Office in advance of a field trip. The teacher or other responsible adult can carry and administer the medication on the field trip as necessary, following school procedure.