

## **Elmhurst Community School District #205 Administration of Medication Procedure**

The medication policy is fully outlined in Board policy 7:270: Administering Medicines to Students. Students should not take medication during school hours or during school related activities unless it is necessary for a student's health and wellbeing. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication. No school district employee shall administer to any student, or supervise a student's self administration of, any prescription or nonprescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or nonprescription medication on school grounds or at a school related function other than as provided for in this policy and its implementing procedures.

If medication needs to be administered, the following requirements must be met. These requirements apply to both prescription and non-prescription (over the counter/homeopathic/supplement) medication.

- 1) All prescription medication must be brought to the school in its original pharmaceutical container, clearly marked with the child's name, the name of the medication, directions for use, and date. Duplicate prescription bottles can be obtained from your pharmacist.
- 2) All non-prescription (over the counter/homeopathic/supplement/cough drop ) medication must be brought in the manufacturer's original, unopened container with the seal unbroken, and must be clearly marked with the child's name, the name of the medication, directions for use, and date. DISTRICT PERSONNEL MAY NOT ADMINISTER ANY MEDICATION SENT TO SCHOOL IN TUPPERWARE, PILL MINDERS, BAGGIES, ENVELOPES, ETC.
- 3) Both the student's parent and physician/prescriber must complete, sign and date the AUTHORIZATION TO ADMINISTER MEDICATION FORM and submit the completed form to the School Nurse.
- 4) Medication will not be accepted by the School Nurse until the completed AUTHORIZATION TO ADMINISTER MEDICATION FORM IS completed, signed and dated by the parent and the physician /prescriber.
- 5) The parent must report immediately any change in prescription or dosage by completing a new Authorization form for each change.
- 6) Medication should be brought to the school office by the parent. At the end of the school year, the medication should also be picked up by the parent. The District will not store medication over the summer.
- 7) The District must receive a new Authorization Form each year for continued administration of medication.

If you should have any questions regarding this medication policy, please call your school nurse. Thank you for your cooperation in this matter.