



Authorization for Administration of Medication at School

MEDICATION PROCEDURE

The purpose of administering medications in school is to assist students who require medication to be taken or administered during school hours to maintain an optimal state of health, therefore, enhancing their educational program.

The intent of this procedure is to assure safe administration of medications in school for those students who require them. This procedure applies to both prescription and over-the-counter medication.

A written statement shall be required annually.

LONG-TERM MEDICATIONS: Prescribed for more than two weeks

1. A written statement is required:
 - a. From the physician indicating the name of the medication, the route, the dosage, frequency and time of administration, reason the medication needs to be given (diagnosis), possible side effects, and termination date.
 - b. From the parent requesting and authorizing the school to give the medication in the dosage prescribed by the physician.
2. Parents/guardians are required to supply the medication in the original container labeled by the pharmacy or physician. The container will be labeled with the student's name, name of the medication, dose to be given, frequency and time it is to be given, the name of the prescribing physician and the date the medication was obtained.

SHORT - TERM MEDICATIONS: Prescribed for less than two weeks

1. A written statement will be required from the parent/guardian giving permission to give the medication in school. The statement must include: the name of the medication, the reason for the medication, the route, the dosage, the time and date the medication is to be given.
2. Parents/guardians are required to supply the medication in the original container labeled by the pharmacy or physician. The container will be labeled with the student's name, name of the medication, dose to be given, frequency and time it is to be given, the name of the prescribing physician, and the date the medication was obtained.