

## Centerville City Schools

111 Virginia Avenue

Centerville, OH 45458

### Rules for the Administration of Medications to Students Prescription and Non-Prescription

Centerville City Schools and Ohio Revised Code requires students taking medications during school hours or during approved district sponsored trips/activities (before or after regular school hours, weekend, holidays, and over-night trips/activities) to have written permission from the parent/guardian and a licensed health professional authorized to prescribe drugs. Board of Education Policy defines medication as all medicines, including those prescribed by a licensed health professional authorized to prescribe drugs and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies.

Specific medications (Epinephrine auto injector, Insulin, Diabetic supplies, and multi-dose inhalers) may be carried and self-administered by the student upon receipt of written authorization from the parent and the licensed health professional.

- For **Epinephrine auto injectors**, the *Emergency Allergy Plan/Epinephrine Administration Authorization Form* must be completed.
- For **Multi-dose inhalers**, the *Authorization for Administration of Inhaled Asthma Medication Form* must be completed.
- For **All other medications**, including over-the-counter medications, require the *Permission to Dispense Medication Form* must be completed. ***This form is not needed if an Allergy and/or Asthma plan is completed.***

To help us keep your children safe, please keep in mind the following guidelines and reminders:

- If at all possible, medications should be administered at home.
- The health clinic does not stock medications.
- Parents may come to the school and/or activity to administer medications to students, as needed.
- Medications must be brought directly to the clinic and given to the nurse by the parent.
- Students are not permitted to carry medications to and from school, except as stated above.
- **No medications will be accepted without the completed medication form signed by the parent and the licensed health professional.** Telephone requests or notes written by parents for administration of any medication will not be honored.
- Medication authorization forms are valid for the current school year only and must be renewed yearly if needed.
- Medication must be in the original container and be properly labeled with the student's name. If prescription, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration, and the date of drug expiration is required.
- For medications taken on a daily basis, only a 30 day supply will be accepted. For medications that are not daily medications or given on an "as needed" basis, only 30 pills will be accepted.
- When medication has been discontinued, any remaining medication must be picked up by the parent within 5 days after discontinuation or it will be disposed of by school personnel. Parents must pick up medications within 5 days of the end of the school year or it will be disposed of by school personnel.
- Should you have any questions or concerns please contact the school nurse.
- If your healthcare provider determines the herbal/dietary supplements/oils or alternative treatments are required during the school day please see below explanation and contact your school nurse.

### Alternative Medications/ Remedies and Essential Oils

Many complementary and alternative health products and practices are not tested for safety or efficacy especially in children. Because herbal products and dietary products are not regulated, there are concerns about purity and potency of the products.

The lack of safety information for these medications/health products limits their appropriate use at schools. Registered nurses have the responsibility to know the therapeutic effects, safe dosage, contraindications, and potential side effects. If this information is not available in standard healthcare resources, the registered nurse may refuse administration.

If a licensed healthcare provider determines that alternative medications/supplements/treatment ***is required*** during the school day, additional information must be provided by the healthcare provider.

#### The prescribing health care provider must provide:

- Verification that the product is safe to administer in the prescribed dose
- That the dose is therapeutic and has no untoward effect.
- Provide potential side effects and contraindications to giving the alternative medication/remedies/oils/treatments.

***Not administering these products in school does not prevent parents from administering them at home or coming to school to administer it themselves.***