

## Medication Policy

We are asking for your cooperation regarding the use of medication at school. Administration of medication is a serious matter with legal implications, administrative complications and possible adverse effects. In order to make this procedure safe for staff and students, the following guidelines must be followed:

1. An Authorization for Prescription Medication form is required for any medication administered on a daily basis. Parent permission for PRN over-the-counter medications is given on the Emergency Treatment form. A separate form is required for all herbal medication not prescribed by a physician. All forms are available in the Nurse's office and on the website. No medication will be administered without the appropriate form.
2. The parent/guardian will deliver the medication to school personnel or send it with a designated adult such as the bus driver or other adult transportation provider. Students are not allowed to have medication in their pockets, purse, book bag, locker or car. For exceptions to this rule, see number 6 below.
3. All medication must be delivered in a pharmacy or manufacturer labeled container. Prescription medicine containers must bear the original pharmacy label showing the prescription number, name of medication, date filled, physician's name, child's name, and directions for administration. **Do Not Send** medication in baggies, envelopes, or someone else's medication bottle. School personnel will not give medication that is not in an appropriately labeled container.
4. If there are any changes in your child's medication, at home or school, please let the nurse know. If changes are made to school medication, a new authorization form may be needed. Additional forms are available at the school and on the website. Your physician may have a form he uses for school medications—this will be accepted.
5. Keep a record of when and how much medication you send to school. All medication is counted, recorded and locked up when it arrives in the nurse's office, but sometimes changes hands several times before reaching the nurse. Empty medicine bottles are sent home with the student, one week before the school supply runs out.
6. Self-administration of certain prescribed medications, such as asthma inhalers, EpiPen, digestive enzymes and insulin may be allowed, if ordered by the physician and authorized by the parent or guardian. An Authorization for Student to Carry a Prescription Inhaler, EpiPen or Insulin form must be completed and signed by the prescribing physician, parent/guardian and student. Whenever possible, a back-up supply should be kept in the nurse's office. If the student is not responsible in the care and use of this medication, it will have to be kept in the Nurse's office and administered as any other prescription medication.

Ann Hartin, R.N.

(Rev. 6/2016)