



## Medication Protocol

Diagnosis and treatment of illness and the prescribing of drugs and medications are never the responsibility of a school and should not be practiced by any school personnel. It is the expectation of the District that all student medications be administered by a parent at home. However, the District acknowledges that some students may require prescribed medication during the school day. If medication is necessary during school hours, it will be administered in compliance with appropriate law and School District Administrative Policy SR 1.14- School Health Related Programs.

For the School Nurse or designated person(s) to administer a prescription medication to a student at school, District Health Form M-2 should be completed and signed by parent/guardian and health care provider and submitted to the health service staff with the medication.

If a parent/guardian and health care provider feel it is in the best interest of the student to self-administer medication, School District Health Form M-4 should be completed and submitted to the School Nurse.

Forms M-2 and Form M-4 require the student's name, school, name of medication, purpose of medication, time(s) to be administered, dosage, estimated date of termination, and both the parent/guardian(s) and health care provider(s) signatures.

The following procedure will be followed for medications to be taken at school:

1. The medication must be supplied in the original prescription bottle or container and be properly labeled by a pharmacist or health care provider.
2. The medication will only be administered or self-administered in a manner consistent with the physician's or health care professional's order and consistent with generally accepted medical practices. The school nurse may request to receive further information about the prescription, if needed, prior to administration or self-administration of the medication.
3. The school nurse or designee, will:
  - a. Inform appropriate school personnel of the medication.
  - b. Administer the medication per health care provider's orders.
  - c. Keep a record of the administration of medication.
  - d. Keep medication in a locked cabinet. Prescription medications shall be left with the appropriate school district personnel, except as specified on the self administration medication form M-4.
4. The parents of the student will assume responsibility for immediately informing the school nurse of any change in the student's health or change in medication and for immediately providing a new medical authorization or container labeled with new pharmacy or health care provider's instructions.

Nonprescription medication, such as Tylenol, ibuprofen, or cold remedies, will not be administered to students under any circumstances by school personnel apart from this process. Secondary students may self-administer non-prescription pain relievers (such as acetaminophen, ibuprofen, aspirin or naproxen) with parent permission by completing School District Health Form M-5. Students observed by school personnel self administering unauthorized medications will be reported to their parents.

This medication protocol will apply to all students regardless of age.