

## **MEDICATION PROCEDURE**

Administration of medication to students is the responsibility of the parents and should be given at home whenever possible. Only in cases where failure to take prescribed medication could jeopardize the child's health and/or education should medication be given at school. The following guidelines must be followed when school personnel dispense medication to individual students for self-administration.

- 1) A written order for prescription and non-prescription medications must be obtained from the child's physician.
- 2) A written request from the parent/guardian requesting the medication be given must accompany the above order.
- 3) Medication must be brought to school in a pharmacy labeled container. All containers should display:
  - a. Child's Name
  - b. Prescription Number
  - c. Medication Name/Dosage
  - d. Administration Route
  - e. Date & Refill
  - f. Physician's Name
  - g. Pharmacy Address and Phone Number
- 4) Any medication that is designated a controlled substance (such as Ritalin, Adderall, and Concerta) must be brought to school by the parent or another adult.
- 5) Each dose of medication administered shall be recorded with date and initials of the person administering it and placed in the student's health record.
- 6) Medication must be kept in a locked drawer or cabinet in a supervised area.
- 7) The school nurse assigned to the school should be notified of all medication requests, including those that are to be self-administered such as bronchial inhalers. He/she will then monitor and counsel the student as needed.

The school may refuse to administer prescription or non-prescription medication unless the above guidelines are followed.