

Elmhurst Community School District #205 Administration of Medication Procedure

The medication policy is fully outlined in Board policy 7:270: Administering Medicines to Students. Students should not take medication during school hours or during school related activities unless it is critical and necessary for a student's health and wellbeing. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication. No school district employee shall administer to any student, or supervise a student's self administration of any prescription or nonprescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or nonprescription medication on school grounds or at a school related function other than as provided for in this policy and its implementing procedures. The following requirements must be met, and they apply to all prescription and non-prescription (over the counter) medications.

- 1) All prescription medication must be brought to the school in its original pharmaceutical container, clearly marked with the prescription label for the medication, which includes the child's name, name of the medication, the prescribed dosage and directions for use, and date. Duplicate prescription bottles can be obtained from your pharmacist.
- 2) All non-prescription (over the counter/supplement/cough drop) medication must be brought in the manufacturer's original, unopened container with the seal unbroken, and must be clearly marked with the child's name, the name of the medication and dosage, directions for use, and date. **DISTRICT PERSONNEL SHALL NOT ACCEPT or ADMINISTER ANY MEDICATION SENT TO SCHOOL IN TUPPERWARE, PILL MINDERS, BAGGIES, ENVELOPES, ETC.**
- 3) Supplements, homeopathic or over the counter remedies which are not FDA approved will not be administered by the R.N. in the school setting.
- 4) Both the parent and the Physician need to complete and sign the Medication Authorization form and provide to the School Nurse.
- 5) Medication will not be accepted by the School Nurse until the completed **AUTHORIZATION TO ADMINISTER MEDICATION FORM** is completed, signed and dated by the parent and the physician /prescriber, and received/reviewed by the RN.
- 6) Authorization of self carry/self administration of Epinephrine/Antihistamine, Diabetic Medication, Asthma Medication must be prescribed by physician, authorized by the parent. A parent or guardian must also provide the prescription label for the medication, which must contain the name of the medication, the prescribed dosage and the time or times at which or the circumstances under which the medication is to be administered.
- 7) The District must receive a new Authorization To Administer Medication Form from the physician and parent each school year for administration of medication.
- 8) The parent must report immediately any change in prescription or dosage by completing a new Authorization form for each change.

- 9) Medication should be brought to the school office by the parent. At the end of the school year, the medication should also be picked up by the parent. The District will not store medication over the summer.
- 10) When medication is brought to the school nurse, the parent and the R.N. shall complete the Medication Receipt form, identifying the medication received, the quantity received and both the RN and parent shall sign the form. A copy of the Receipt form will be given to the parent.

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