

**ADMINISTERING AND STORING MEDICATION**

**344**

**I. PURPOSE**

The purpose of this policy is to provide accurate administration and secure storage of student medication at Lakes International Language Academy (the “school”). The diagnosis of illness is not the responsibility of the school.

**II. DEFINITIONS**

- A. Medication: prescription or nonprescription drugs, treatments, creams or other preparations used for the purpose of treating illness or conditions.
- B. School nurse: person whose job responsibilities include nursing duties
- C. Physician: the prescribing authority

**III. ADMINISTRATION OF MEDICATION**

- A. Whenever possible, parents/guardians are encouraged to give their children medication outside of school hours.
  
- B. Students requiring medications in school will be identified by their parents/guardians and/or the physician to the school nurse, his or her designee, and other school personnel as needed.
  
- C. Prescription Medication
  - 1. May only be given with written permission from the physician and the parent(s)/guardian(s). Written permission must include name of student, medical condition, name of medication and strength, dosage, time/frequency, and duration of treatment.
  - 2. Forms are available on the school’s website and/or in the administrative offices; alternate forms are acceptable as long as they include the necessary information and physician signature.
  - 3. The parent(s)/guardian(s), who request and authorize the designated school personnel to give the medication in the dosage so prescribed by the physician, thereby release school personnel from liability should reactions result from the medication.
  - 4. If there is any change to the student’s prescription, the school must receive written documentation from the physician.
  - 5. Medications must be in their original container with the student’s name, name of physician, dosage, and pharmacy name and phone number on the label. The taking of the dosage will be supervised by the school nurse or other designated

**ADMINISTERING AND STORING MEDICATION**

**344**

school personnel at a time conforming with the physician's indicated dosage schedule.

6. A student may self-carry/administer his/her inhaler/Epipen/diabetic supplies, if appropriate as assessed by the physician and demonstrated competence to school nurse.

**D. Non-prescription Medication**

1. Parent(s)/guardian(s) may request nonprescription medication be given to their student. Written requests are required; they must include student name, medication name, dosage, route, time, duration of treatment, and reason for request.
2. Medications must be in their original container with the student's name and dosage.
3. Nonprescription medication will only be given for up to 10 days without a physician's written permission, as described in III.C.1 and may not contain ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.
4. The school has the authority to reject a request to administer non-prescription medication.

E. School personnel will document administration of medication.

F. Only inhalers, Epipens, or diabetic supplies may be carried and/or self-administered, and only with written physician permission. No other prescription medication may be self-carried.

Non-Prescription pain medication (acetaminophen or ibuprofen only) may be self-administered for students in 6-12 grade, only if the Self Administration of Non-Prescription Pain Medication Form with the same information described in section III.D.1 without the 10 day limit described in III.D.3, has been completed and submitted by a parent or guardian.

G. All physician authorizations for medication expire at the end of the school year.

**IV. STORAGE OF MEDICATION**

A. Medications at the school will be locked, with the exception of Epipens and inhalers.

B. Epipens and inhalers are in unlocked storage, labeled with student's name. The storage room is locked when students are not present.

**ADMINISTERING AND STORING MEDICATION**

**344**

C. Medication stored in classrooms must abide by all conditions in this policy and the individual responsible for administering the medication must have received appropriate training.

D. School nurse or designee may notify parent(s)/guardian(s) when provided medication is low or expired.

E. Expired or unused medication will be returned to the parent(s)/guardian(s). Controlled substances must be transported by parent/guardian. Non-controlled medication can be transported with permission via student. The school nurse or designee will document the return of the medication.

Adopted 12/03/13

Amended: 08/12/16

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