

**ASCENSION PARISH SCHOOL BOARD
P.O. BOX 189
DONALDSONVILLE, LOUISIANA 70346**

Dear Parent/Guardian:

As a general principle, medication shall not be given at school. However, in extreme cases when the taking of medication is necessary for a child to be able to attend school, state law requires certain conditions be met. These required conditions have been put in place by the State Board of Elementary and Secondary Education and the Louisiana State Board of Nursing to insure the health, safety and welfare of children who need medicine during the school day.

The requirements are:

- 1. Physician/parent medication form must be completed by a physician and parent/guardian and returned to the school office. A PHYSICIAN'S ORDER is also necessary for a medication that might ordinarily be available over-the-counter.**
- 2. Only oral, premeasured inhalant, topical ointment for diaper rash, and emergency medications shall be administered at school by unlicensed personnel. Antibiotics and other short-term medication including non-prescription medications shall not be given.**
- 3. Medication must be delivered by Parent or Guardian. Students are NOT allowed to transport medication or to have medication in their possession without school nurse approval. Teachers and principals have the right to take medication and contact parent.**
- 4. The Parent or Guardian must count and document the amount of medication delivered to the school with the designated school personnel.**
- 5. No more than a (35) day supply shall be brought to school.**
- 6. Medication must be in a container properly labeled from a pharmacy.**
- 8. Provide names and telephone numbers of persons to be notified in case of a medication emergency.**
- 9. Administer the initial dose of medication outside of the school jurisdiction allowing at least twelve (12) hours for observation for adverse reactions before the student returns to school with the exception of emergency medications (e.g. glucagon or epinephrine).**
- 10. INFORMATION ON PHARMACY LABEL AND PHYSICIAN/PARENT MEDICATION FORM MUST BE THE SAME.**

At the beginning of each school year and anytime there is a change in medication (e.g. dosage or time), a new PHYSICIAN/PARENT REQUEST FORM must accompany the new medication. Under no circumstances will a parent be allowed to make changes in dosage or time of medication without a written doctor's order.

THANK YOU FOR YOUR COOPERATION.