

# ADMINISTERING MEDICINE TO STUDENT WHILE IN SCHOOL

All children's medication shall be administered by a parent at home. Only under exceptional circumstances will medicine be administered by school personnel, and then only in accordance with the guidelines as stated.

In determining the existence of exceptional circumstances, the following shall be considered:

- a) Whether a schedule for taking medication can be arranged so that administration of a dosage during school hours cannot be avoided.
- b) Whether the child is not sufficiently advanced in age or maturity as to be able to follow dosage instructions himself/herself.

## SPECIFIC GUIDELINES

If under exceptional circumstances a child is required to take medication during school hours, only the appropriate person designated by the principal will administer the medication, in compliance with the following regulations:

1. Written instructions signed by the parent and the prescribing physician will be required, and will include:
  - a. Child's name
  - b. Name of medication
  - c. Purpose of medication
  - d. Time to be administered
  - e. Dosage
  - f. Possible side effects
  - g. Termination date for administering medication
2. The medicine shall be provided to the District in a labeled container from the pharmacy.
3. The school nurse will be responsible for orientation of the principal or his/her designee to administer specific medications.
4. All medication must be brought to the nurse's office or the main office. No medication is to be kept in the student's possession or locker
5. The designated person will:
  - a. Inform appropriate school personnel of the administration of the medication.
  - b. Keep a record of the administration of the medication.
6. The parents of the child must inform the school of any change in the child's health record or change in medication varying from the original written instructions.
7. The parent must agree, in the form of written instructions, to release the District and its employees from any liability as a result of the administration of medication.
8. The District retains the discretion to reject requests for the administering of medication.
9. A copy of this policy will be provided to parents upon their request for administration of medication in the school.
10. Parents are responsible for bringing medication and any refills to the school. Do not send the medication with your child on the bus. At the end of the school year, parents are responsible for picking up any remaining medication. If it is not picked up within a week of the end of school, it will be disposed of accordingly.

## NON-PRESCRIPTION

In order for non-prescription medication, such as cough syrup, to be administered during school hours, the above guidelines must be followed with the exception of needing a physician's signature.

# ADMINISTERING MEDICINE TO STUDENTS

I/we hereby request that the Shanksville-Stonycreek School through their appropriate personnel, administer a physician's prescribed medication to our child, as described below. I/we further hereby release and hold harmless, the Shanksville-Stonycreek School and their employees from any liability for injury or damages as a result of such administration of medicine.

\_\_\_\_\_  
Mother/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Legal Guardian

\_\_\_\_\_  
Date

Consistent with the above request by the parent(s) of the below identified child, I hereby request that the Shanksville-Stonycreek School allow its appropriate personnel to administer the medication, which I have prescribed, as follows:

Child's Name: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Purpose of Medication: \_\_\_\_\_  
\_\_\_\_\_

Time to be Administered: \_\_\_\_\_

Dosage: \_\_\_\_\_

Possible Side Effects: \_\_\_\_\_  
\_\_\_\_\_

Termination Date for Administering the Medication: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Licensed Medical Physician's Signature

\_\_\_\_\_  
Date