

## POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: General

Section Title: Medication at School

Sub-Section No. 508.7

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When school personnel must administer medication, the following guidelines must be followed:

- A. Prescription medication must be in the prescription bottle with the correct label that includes the student's name, name and dose of medicine, directions for taking the medicine, doctor's name, pharmacy's name, and current date.
  1. Any medication brought to school must come in the original container.
  2. Students may carry life-saving emergency medication (i.e. EpiPen, insulin, inhaler)
  3. When medication does change, the current prescription bottle needs to reflect the new dose.
  
- B. "Over the counter" medicine must be in the original container with a note from the parent/guardian giving directions that include what the medicine is for, when, and how much is to be given. If parent directions do not follow the guidelines written on the label regarding frequency and dose, the medicine will not be given without a written note from a doctor.
  1. For long-term medications (those given at school for longer than a week) a parent/guardian must complete the *Medication Consent Form*, and it must be returned to the school before any medication is given to the student.
  2. Short-term medications, like antibiotics given for just a few days at school, must come with a written note from a parent/guardian that includes consent for school personnel to give the medicine to the student and directions for when and how much is to be given.
  
- C. Only designated school personnel who have received training by the school nurse on dispensing medications may administer medication to students. Documentation of this training will be kept in the office of the Lead Nurse.

Adopted: 1/24/89

Amended: 8/9/04, 7/14/08

Revised: 4/11/22

Reviewed: 2017, 2022