

Pillager School District #116
Health Service Office/ **Medication Procedure**

Whenever possible we encourage parents to administer medications at home but when school hours dosing is needed, medications may be dispensed in school when the student's health may be jeopardized without it, and when needed to maintain/promote the health of the student so that learning is enhanced.

All medication, including short and long-term medication, whether prescription or non-prescription, requires both physician and parent written consent.

If your student needs to take prescription and or over-the-counter medication during the school day, the school district requires:

1. Signed written permission from the parent/guardian for school personnel to dispense medication. The statement must include: the name of student, name of the medication, the reason the medication needs to be given, the route, dosage, the time(s) the medication is to be given, the termination date if it is a time limited medication order. The district's Medication Authorization form is available in the school health office or on the Health Services web page.
2. A written statement from the child's health care provider which includes the name of the student, name of medication, the reason the medication needs to be given (diagnosis), route, dosage, frequency and time of administration, possible side effects, termination date. The physician must write this on a prescription form or use the district's Medication Authorization form. The order must be updated annually. Updated consents will be obtained if orders change.
3. Self-administered prescriptions would include but not be limited to such medications as inhalers, epi-pens, insulin, or other emergency medications. (The prescription from the physician must specifically state that the student is to carry the medication on their person and administer the medication themselves.) Controlled substances (ie. Ritalin) may not be self administered.
4. The school nurse will fax the Medication Authorization form to your child's healthcare provider prior to dispensing the medication if consent was not received with the parent permission statement.
5. Prescription medication must be in the properly labeled pharmacy container. (Ask the pharmacist for a bottle for home and one for school).
6. Over the counter (non-prescription) medications must be in the original container which includes product instructions.
7. When use of medication has ceased, or is no longer needed by the student, the parent or guardian is responsible to retrieve unused medications from the school. Any unused medications will be disposed of by the school upon the request of the parent or guardian or at the end of the school year.
 - Only medications approved by the Food and Drug Administration (FDA) will be given.
 - School personnel will not dispense medications which are sent to school in improperly labeled containers (ie. plastic bags or containers, envelopes, etc.)

- Parent/guardian is responsible for providing all medications.
- Parent/guardian, or responsible adult are requested to bring controlled substances to school and given directly to Health Service personnel or other appropriate school personnel.
- The school district retains the discretion to reject requests for administration of medication if the procedure is not followed.
- If you have any questions, please contact the Health Office at 218-746-2114