

FERNDALE SCHOOL DISTRICT NO. 502  
Ferndale, WA 98248

**Medication Administration Guidelines**

**Parents/Guardian Responsibility: All medication forms must be renewed each school year.**

- FSD School Board Policy No. 3410 covers medication administration at school.
- Each medication request requires an authorization form. This form must be completed and signed by the parent/guardian and prescribing Health Care Provider (HCP) unless otherwise indicated (i.e. over the counter medication for self-administration.)
- Authorization forms are available in the school's main office or online at [www.ferndale.wednet.edu](http://www.ferndale.wednet.edu) under Families: Nursing Services: Medication forms.
- Any medication change requests must be received on a new authorization form completed by the HCP and signed by the parent/guardian. The medication label must align with the most recent authorization form.
- Any student requiring medication for a school sponsored event/activity outside of school hours must comply with school policy/requirements. Parents must inform advisor of the students needs and supply completed medication authorization forms.

**Medication maintenance/delivery:**

- Medication must be delivered by the parent/guardian in the original container, properly labeled from the pharmacy and ready to administer to the child (ie: cut in half if necessary).
- Medication cannot be sent to school with a student, nor delivered by a school bus driver.
- Parent's are responsible to maintain current, unexpired medication including refills.

**Discontinued medication:**

- The parent/guardian must notify the school of the discontinuation of medication.
- If medication is restarted, a new authorization form must be completed by the HPC and signed by the parent.
- Discontinuing medication orders and/or health conditions for a previously identified life-threatening health condition requires HCP and parent/guardian signatures identifying a change in the health status.

**Additional information:**

- Parents/guardians may administer medication to their own child on the school campus without HCP authorization.
- Any medication/supplies remaining after school is out for the year will be discarded.
- Self-administration of **any** medication requires completion of authorization forms. All authorizations must be cleared through the building administrator (or designee) before carrying and consuming on campus. Medications must be in identifiable packaging.
- Students that do not have proper authorization on file in the school office may be subject to disciplinary actions for "unauthorized drugs on campus" (School Board Policy No. 3200).
- Any student, who shares, gives, sells etc. their medication to another student for any reason will be subject to disciplinary actions.