

Medication Guidelines and Authorization

MEDICATION GIVEN TO STUDENTS AT SCHOOL

Giving medication to children at school is an important and serious situation. State law establishes precautions needed to make sure medicine given at school is done safely. Please review the procedure below and take all necessary steps should your child require medication during school hours. Working together to follow the law and provide safe distribution of medication is the goal of the St. Joseph School District Health Services.

Medications will be given during school hours when absolutely necessary. We encourage dosage schedules which allow medicine to be taken before and after school. When this is not possible, your school nurse will follow the guidelines stated below when administering medication to your child at school. On occasion, someone other than the school nurse may dispense medication to your child (i.e., during field trips lunch periods, etc.). These personnel will be trained and guided by a nurse.

MEDICATION GUIDELINES

1. The Medication Authorization Form must be completed and signed by the parent/guardian for all short-term medications given at school. **No expired medications will be dispensed.**
2. All long-term medications (ten days or more) and emergency medications must have the Long-Term Medication form (attached) completed by the physician and parent and returned to the school nurse.
3. All Prescription medication must have a label attached by the pharmacist/physician. This includes inhalers. The label must include:
 - a. The child's name
 - b. Name of medication
 - c. Dosage of medication
 - d. Name of physician
4. All non-prescription "over the counter" medication should be sent in the original container.
 - a. The child's name should be on the medication container.
 - b. **Only the instructions listed on the medication container will be followed unless a physician requests (in writing) different instructions for administering the medication.**
5. Any change in the time of dosage of prescription medications must be accompanied by a written request from a physician, or a new long term medication form completed.
6. It is recommended that only a 30-day supply or less be brought to the school for daily medication administration. Staff will be responsible for tracking the count of controlled substances.
7. **Medications should NOT be sent with children on the bus unless there has been a physician's note that it is necessary turned into the nurse's office.** Parents/guardians or a responsible adult on the child's contact list should bring medications to the health office at school, and then pick up unused medication at the end of the school year, or if medication is no longer required.
8. The Saint Joseph School District does not provide any medications for students. This includes medications such as, Tylenol, ibuprofen, decongestants, sunscreen, and antacids.

Short Term Medication Authorization for School

Student Name:	Name of Medication:
Dosage:	Time to give at school:
Condition which requires medication:	
Special Instructions:	

I have read and understood the medication guidelines above. I also understand I am responsible for picking up and unused medication before the end of the school year, or it will be disposed of according to Saint Joseph School District policies and procedures.

Parent/guardian signature: _____ Date: _____

Notification

Schools in this district are equipped with pre-filled epinephrine auto syringes and asthma-related rescue medications that can be administered by the school nurse or other trained personnel in the event of life-threatening emergencies involving anaphylaxis or asthma.