

## MEDICATION

### **Prescription Medications**

Medication administration in schools is discouraged unless medically necessary for the student's health, safety, and optimal learning. If medications can be given at home, before or after school hours, please do so. However, if medication administration is absolutely necessary during school hours, the following procedures must be followed:

- Contact the nurse at your student's school by phone, email, or Parent Square.
- The parent/guardian or student (age appropriate) must transport medication to the health clinic or main office immediately upon arrival to school. Controlled medications should not be transported on the bus.
- The first dose of any new medication or new dosage must be given at home where the parent/guardian can monitor for potential side effects and adverse reactions.
- A nurse is not always available to assist in the administration of the medication; therefore, the student may be assisted by an adult designated by the principal.
- Medication that is prescribed to be taken once, twice, or three times a day will not be given at school unless the physician specifically states a time during the school day which it is to be given. (e.g. an antibiotic and/or other medication which is to be given three times daily should be given before the child leaves for school, when he/she gets home, and at bedtime)
- If medication is required at lunch daily (e.g. medication for ADD), the physician must specifically state time to be given on prescription.
- Prescription medications must be in the original prescription bottle, clearly labeled with the student's name, physician's name and contact information, medication name and strength, amount given per dose, route and time of administration, and dispensing pharmacy. We request that you ask the pharmacist to give you two labeled prescription bottles so that you have one bottle at home and one at school.
- The school staff will have the right to refuse to give medication that is questionable or expired.
- Narcotic and/or other prescription pain medications (e.g. Tylenol with codeine, hydrocodone, etc) will not be administered at school and the student cannot be at school under the influence of such medications.
- The prescribing physician must complete and sign, along with a parent/guardian, an Authorization to Give Medication at School in order for school staff to administer medication.
- The parent/guardian is responsible for notifying the school of any changes in the administration of his/her student's medications. A new Authorization to Give Medication at School is required for any change in medication given at school.
- If these procedures are not followed, medication may not be dispensed at school.
- Unused medication will be disposed of unless picked up within one week after the medication is discontinued and/or at the end of the school year.

### **Over-the-Counter, Non-Prescription Medication**

- All over-the-counter medications must be provided by the parents/guardians.
- Medications will only be administered within the parameters of the directions on packaging and for the complaints specified by the parent/guardian on the district approved form.
- School staff will not administer OTC medication for more than 5 consecutive school days without a note/order from their medical provider.
- Unused medication will be disposed of at the end of the school year unless picked up by parent/guardian.
- All students who carry medication must adhere to the code of conduct re: sharing medications, selling meds, etc.

#### **PK-2nd Grade:**

- Students are not permitted to carry any medications on their person.
- All medications must be stored in the clinic and will only be administered with parental permission provided on the district approved form.

#### **3-5th Grade:**

- Students may carry the following medications with them during the school day, field trips or other school-related activities, if parental permission is provided in advance on the district-approved form. A copy of the signed form will be kept in the clinic as well as with the student.
  - cough or throat lozenges
  - neosporin/antibacterial ointment
  - topical antihistamines
- All other OTC medications must be stored in the clinic, which may be administered only with parental permission provided on the completed district-approved form.

#### **6-8th Grade:**

- Students may carry medications in the following categories with them during the school day, field trips or other school-related activities, if parental permission is provided in advance on the district-approved form. A copy of the signed form will be kept in the clinic as well as with the student.
  - acetaminophen
  - antacids
  - cough or throat lozenges
  - ibuprofen
  - Midol
  - oral/topical antihistamines
- All other medications must be stored in the clinic, which may be administered only with parental permission provided on the completed district-approved form.

## 9-12th Grade

- High school students may carry medications in the following categories with them during the school day, field trips or other school-related activities.
  - acetaminophen
  - antacids
  - aspirin
  - cough or throat lozenges
  - ibuprofen
  - Midol
  - oral/topical antihistamines

Parents of middle and high school students who do not wish for their student to carry their own OTC medications have the option of storing these medications in the school health clinic to be administered by school health staff. They will be administered only with signed parental permission provided on the completed district-approved form.

## Transitional Learning Center (TLC)

- Students are not permitted to carry any medications on their person.
- All over-the-counter medications must be provided by the parents/guardians.
- All medications must be stored in the clinic and will only be administered with parental permission provided on the district approved form.
- Medications will only be administered within the parameters of the directions on packaging and for the complaints specified by the parent/guardian on the district approved form.
- School staff will not administer OTC medication for more than 5 consecutive school days without a note/order from their medical provider.
- Unused medication will be disposed of at the end of the school year unless picked up by parent/guardian.