



# East Central Independent School District

*A tradition of quality education*

## Health Services

### MEDICATION POLICY

Dear Parent:

The number of medicines being sent to school for students continues to increase. As a safeguard, the East Central Independent School District has developed the procedure listed below.

1. Parents assume the responsibility for transporting the medication to and from school. Parents also assume the responsibility for loss or misuse of medication that is sent to school with their child rather than brought to the school clinic by the parent.
2. Parents should make **EVERY** effort to schedule student's medication in a manner that medicine brought to school will be kept at a minimum.  
Ex: Medication 2 times daily: before school and bedtime  
Medication 3 times daily: before school, after school and bedtime  
Medication 4 times daily: 1 dose at school (at lunch, unless otherwise ordered)
3. Medicine must be prescribed by a licensed physician, physician assistant, dentist or advanced nurse practitioner. A signed note from the parent must accompany the medication granting campus staff permission to administer the medication.
4. **Prescription medicine.** ALL medicine must be in a properly labeled bottle. A bottle that is properly labeled will have the label affixed by the pharmacist who filled the prescription or by the prescribing physician, physician assistant, dentist or nurse practitioner. The label will include the following: Patient's name, dosage, hours for administering, doctor's name and date prescription was filled.
5. **Over the counter medicine** also requires medical orders. The medication must be in its original container and be **exactly** what the accompanying order states. No substitutions or generics will be accepted unless orders state "generic substitutions allowed."
6. Prescription medication to be kept in the clinic longer than two weeks must be accompanied by a long term medication form completed by the student's physician and signed by the parent.
7. All medications must be deposited with the school nurse or a person designated by the principal.
8. Students assume responsibility for coming to the clinic to take their medication.
9. Self carried/self administered medications such as inhalers or epipens must be authorized by the student's physician and the forms regarding self carry/self administration must be completed by the physician, student and parent. Duplicate medication must be kept in the clinic.
10. Unused medication must be picked up by the end of the last day of the school year unless other arrangements have been made with the School Nurse. Unused medication not picked up at that time will be disposed of.
11. Health Services will accept only medications that are FDA approved pharmaceuticals that are manufactured in the U.S. for administration. Homeopathic preparations (i.e., "herbals," "essential oils" etc.) will not be accepted.

  
Thomas Spurgat, MD