

Descriptor Term: <b>ADMINISTERING MEDICINES TO STUDENTS</b>	Descriptor Code: <b>JLCD</b>
--	---------------------------------

The school district will assist parents in seeing that students receive medications which must be administered during the school day. When home administration of medication is not possible, drugs will be administered at school under the following conditions:

No medication should be administered to a student with a fever (101°F). Parents should be contacted. The student should not return to school until free of fever.

All medications should be delivered to the school office by an adult and must be accompanied by a medication permit filled out by the parent or guardian. When it is impossible for an adult to deliver the medication, the parent or guardian must contact the school nurse or principal to arrange for delivery. Notes from home are acceptable for **first day administration ONLY**, and must include the student's name, medication, dosage, time and reason for giving it. A medication permit form will be sent home, to be filled out and returned the following day.

Medication permits for **non-prescription medicines** are valid for **ONLY 1 WEEK** from the date of signing unless they are accompanied by a note from a physician or dentist stating 1) the need to give the drug during school hours, 2) the indication for use of the medicine, 3) any adverse effects that might occur and, 4) the length of time for which the medication will be needed. Medication brought to the school should be for no more than one week, unless approval is given by the school nurse or principal. If medication is left at school for longer than the approved time limit, parents will be contacted regarding disposal or retrieval of medication.

All non-prescription medicines must be in the original container, with the student's name and the date written clearly on the label. The office staff will follow the directions on the permit unless those directions exceed the label directions, in which case a note from a doctor will be necessary.

All **prescription** medications must be in the original container with the following information on the label:

Student's name	Doctor's name
Name of drug	Date of Prescription
Directions for administration	

In the event that this is not possible, the parents must make other arrangements with the school nurse. Medication belonging to another member of the family **will not** be administered.

In those instances where it is necessary for the student to have **immediate** access to medication, the parent or guardian should contact the school nurse or principal to make appropriate arrangements. Students are allowed to carry asthma inhalers and auto-injectable epinephrine if the parent or guardian of the student provides written authorization and medical documentation showing that the medicine is necessary and

prescribed by a health-care practitioner with prescriptive privileges, according to Ark. Code Ann.6-18-707. Authorization must be renewed each school year or when a student transfers schools.

All other medications will be kept in a locked cabinet, or in a cabinet or drawer that is inaccessible to the students and under the constant, direct supervision of the office staff.

Each time that a medication is administered, an entry will be made on the school medication record stating:

Student's name	Medication name
Dosage	Time
Date	Initials of person administering medication

Medications and medical devices which should accompany students who leave school for field trips or other school activities should be identified by parents. In such cases, the school employee in charge of the activity will check out the appropriate medication or device from the school nurse, along with appropriate instructions, and will return materials to the nurse at the conclusion of the activity.