



Student Medication Administration Procedures

The Erlanger Elsmere School District's medication administration policies and procedures (including prescription and over the counter medications) focuses on safe and efficient medication administration for your student while at school or school related functions. The procedures below are developed to safely implement the handling, monitoring, and assistance with medication administration for the students in Erlanger Elsmere Schools.

1. All requests for medication administration at school must be made in writing by the parent/legal guardian using the "Request to Administer Medications" form. This form must be signed by both the parent/legal guardian AND the prescribing healthcare provider. This applies to prescription, non-prescription (OTC), and herbal/dietary supplements. [Request to Administer Medication Form.docx](#)
2. Medications must be brought to school by the parent/legal guardian and will be counted with the school nurse or trained school staff member. **Students are not allowed to carry prescription or over the counter medications, exception is emergency medications with permission from the prescribing healthcare provider (Inhalers, Epinephrine, Glucagon, Seizure medication).**
3. The first dose of a newly prescribed medication (prescription or OTC) will not be administered at school.
4. Any changes to the medication type, route, dose, strength or time of day requires a new "Request to Administer Medications" form be completed by the parent/legal guardian and prescribing healthcare provider.
5. Prescription medications must have a pharmacy label affixed that includes the student's name, name of the medication, dosage, route of administration and time to be administered. The pharmacy label and the "Request to Administer Medications" form must contain the same information.
6. Prescribed herbal/dietary supplements and non-prescription (OTC) medications must be in the original, unopened container and marked with the student's name. In addition, the "Request to Administer Medications" form must be completed by the parent/legal guardian AND prescribing healthcare provider.
7. All medications will be stored in a locked cabinet or drawer (except emergency medications and medications approved for self carry). School staff will accept a maximum of one month's supply of medication.
8. Parent/legal guardian should make every effort to administer morning medications at home.
9. Parent/legal guardian is responsible for picking up and signing out any unused medication.

Thank you for helping us to ensure safe medication administration for your student. Any questions regarding medication administration should be directed to your school nurse or you may contact Melanie Dowdy, R.N., District Health Services Coordinator at 859-342-2427 ext. 167 Melanie.Dowdy@erlangerkyschools.us