

## **ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS**

### **A. GENERAL POLICY**

1. No student shall be given medication during school hours except with written doctor's orders that have been submitted and reviewed by a district nurse. All such requests must be signed by the parent or guardian. Unauthorized medication will be retained in the health office and returned at the nurse's and/or administration's discretion.
2. A new form is required for each prescription change, and at the beginning of each school year. ***Current orders expire at the end of each school year.***
3. Forms are available in the Health Office or you may download them from our district website.

### **B. RESPONSIBILITY OF THE PARENT OR GUARDIAN**

1. Parent/guardian will supply the following:
  - a. The completed, signed, and dated doctor's order
  - b. The medication and supplies needed to properly administer the medication.
  - c. Signed and dated permission to administer the medication.
2. Parent/guardian may administer medication to their student at school if doctor's orders are not submitted. Medications must be in their original container. **Students are NOT permitted to carry prescription or over-the-counter medication on the school campus.** Self-carry medications are limited to epi-pens, inhalers, and diabetic supplies. A doctor's order must indicate self-carry.
3. Parent/guardian may pick up unused medications from the school health office during school at any time. ***Medication remaining after the last day of the school year will be discarded.***

### **C. RESPONSIBILITY OF THE PHYSICIAN AND PARENT OR GUARDIAN**

1. A request form for prescription and over-the-counter medication must be completed by the student's physician, signed by the parent/guardian, and filed in the health office.
2. The container must be clearly labeled by the physician or pharmacy with the following information:
  - a. **Student's name and date of birth**
  - b. **Physician's name, address, and phone number**
  - c. **Name of medication**
  - d. **Dosage, schedule, and route of administration**
  - e. **Date of expiration (if a short-term medication) of prescription (Doctor's orders automatically expire at the end of each school year.)**
3. Each medication must be in a separate pharmacy container prescribed for the student by a California Physician.
4. Over-the-counter medications must have a doctor's order. They must be in a new, unopened container.
5. Physician's orders that have whiteout or alterations will not be accepted.

### **D. RESPONSIBILITY OF SCHOOL PERSONNEL**

1. School staff (such as health technicians, office managers, office clerks, and/or the school nurse) will place the medication(s) in the secured medication cabinet or refrigerator.
2. Students will be assisted with taking medications according to the physician's instructions.