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.