



INFORMATION ON DISPENSING MEDICATION AT SCHOOL

Sycamore Community Schools has a medication policy that is in compliance with the Ohio Revised Code. The following information is provided to help clarify the understanding of this policy.

1. **Medication should not be given at school** unless it is absolutely necessary for the health and well-being of the student.
2. **A Physician/Dentist Medication Orders Form** must be on file at school, **signed by a parent/guardian and a physician**, before prescribed medication or over-the-counter medication may be administered. It is also needed for students to carry inhalers or Epi-Pens (epinephrine autoinjectors). The following must be included with the order form:
 - a. Name and address of the student.
 - b. Name of medication and dosage to be given.
 - c. Reason for administering the medication.
 - d. Times at which medication should be given.
 - e. Dates the administration of medication is to begin and end.
 - f. Adverse reactions that should be reported to the physician.
 - g. Special instructions (i.e. sterile conditions, storage, etc.)
 - h. Acknowledgement that the prescriber has provided the student with training in the proper use of the Epi-Pen.

NOTE 1: Any changes in a medication order require a revised statement signed by the physician.

NOTE 2: If a student does not take a daily scheduled medication for more than 30 days, a new order is required.

3. Medication must be in the **original container**.
4. **Students may not transport** medication to school. (Exception: Inhalers or Epi-Pens, with a completed Physician/Dentist Medication Orders Form, may be transported by a student. Parents are requested to provide a back up inhaler, and are required by law to provide a back up dose of Epi-Pen.)
5. **A new Physician/Dentist Medication Orders Form is required each year** for ongoing medication. All medication must be picked up by a parent/guardian at the end of the school year. If it is not picked up, it is discarded.
6. **Only the school nurse, a substitute nurse, the principal, or a person designated by the principal, are authorized to administer medication at school.** (Note: If an Epi-Pen is administered, emergency services will be called.)