

Requirements for Medication at School

Dear Parent/Guardian:

SJPSB follows State and Federal legislation's medication guidelines. Legislation states that, ***medication that can be given before or after school, shall not be given at school. School medication orders must be limited to medications, which can be administered during school hours.*** However, SJPSB understands that some medications may be necessary during the school day, for a child to be able to attend school or to allow a student to participate equally in the education setting. Louisiana State Legislation has put into place some required conditions to insure the health, safety, and welfare of children who need medicine ***during the school day.***

A few of these requirements are as follows (*SJPSB Medication Administration Policy and Procedures may be viewed, in its entirety, on the school board website*):

1. The parent/legal guardian must provide a completed and signed *Medication Order*, by **BOTH** the physician and parent, for **EACH** medication to be given at school. This form is also **required** for any over-the-counter medication to be given at school.
2. Only oral, pre-measured inhalant, topical ointment for diaper rash, and emergency medications shall be administered at school by a (TAP) Trained Authorized Personnel. Eye drops, antibiotics, and other short-term medications, including over-the-counter medications, shall not be given by school personnel, unless a *medication exception* has been granted by the school RN.
3. Medication **MUST** be delivered to the school office by a parent/legal guardian or a responsible adult. Students are **NOT** allowed to transport medication to school or have medication in their possession without the School RN approval. Teachers and principals have the right to take a medication from a student and contact the parent. Emergency medications such as asthma inhalers, epipens, and glucagon can be carried and self-administered by a student, **ONLY** if it has been approved by the physician, parent/legal guardian, and the School RN.
4. The parent/legal guardian must count and sign-in the amount of medication that is delivered to the school with a (TAP) trained authorized personnel, on the students medication log.
5. No more than a **(35) day supply** of medication shall be brought to school.
6. Medication **MUST** be in a container properly labeled from a pharmacy and **MUST** match the *Medication Order*.
7. The parent/legal guardian **MUST** provide the names and working telephone numbers of persons to be contacted in case of a medication emergency. Emergency phone numbers should be updated **immediately** if there is a change in contact information.
8. The parent/legal guardian shall provide a statement, stating that the initial dose of medication was administered outside of the school jurisdiction, allowing at least **(12) hours** of observation for adverse reactions, with the exception of emergency medications such as, an asthma inhaler, epipen, or glucagon.
9. Time Release/Extended Release (XR) capsules will **NOT** be opened or the contents emptied into food or liquid.
10. Medication tablets will **NOT** be halved or crushed at school, this **MUST** be done by a pharmacist or the parent/legal guardian.
11. Medication not retrieved by a parent/legal guardian or responsible adult, will be destroyed **(2) weeks** after the expiration date, if the order is discontinued, or at the end of the school year, following notification to the parent/legal guardian.
12. *All student information shall be kept confidential.* The parent/legal guardian shall be required to sign an authorization, for the exchange and release of confidential information, so that health information can be shared between the School RN, necessary school board employees and health care providers.

***A **NEW Medication Order** is required at the **beginning of EACH school year** (*cannot be dated prior to July 1st, of that school year*) and anytime **DURING the school year**, if there is a change in the medication (i.e. Name, Time, Dose, Route). A parent/legal guardian is **NOT** allowed to make changes in a medication, a new *Medication Order* **MUST** be given. ***