

ARGO COMMUNITY HIGH SCHOOL

Main Office: 708.728.3200

Health Office: 708.467.5647 or 5648

Fax: 708.467.5672

Notice of Medication Administration Policy

- Per Illinois state law, all medication, including over the counter medication (Tylenol, Ibuprofen, etc), require a prescription by a licensed provider and parental consent.
 - o The Medication Authorization Form **MUST** be filled out by a medical professional AND signed by a parent/guardian in order for medication to be administered at school
- The Medication Authorization Form/prescription order form is valid for 1 school year.
 - o It must be **RENEWED** (signed by both medical professional AND parent/guardian) **EACH** school year
- A parent/guardian is responsible for dropping off any medication to the Health Office
 - o The Health Office will notify parent/guardian if medication supply is low and/or expired
- Medication must be in original packaging
 - o Prescriptions – must be labeled by pharmacy with the following
 - Student name
 - Name of drug
 - Dosage
 - Instructions
 - Name of pharmacist and contact information
 - o Non-prescription – must be in **NEW, UNOPENED** box with student’s name written on box
 - Medication presented in a bag and unlabeled **CANNOT** be administered by a school official
- Students are **NOT** allowed to carry **ANY** medication on his/her person (this includes over the counter medication like Tylenol, Motrin, or cough drops)
 - o **ALL** medications **MUST** be kept in the Health Office and administered by the school nurse (or designated personnel)
 - o Exception: Inhalers for asthma, Epipens for allergies, Glucagon for diabetes
- Students in violation of the Medication Policy at Argo High School are subject to disciplinary action
- Students **ARE** allowed to carry and self-administer emergency medications for asthma, diabetes, and severe allergies, as permitted by state law
 - o Proper paperwork must be completed and filed in the Health Office if your student will be carrying emergency medications (inhalers, Epipens, glucagon)
- Students have the right to refuse medication (unless medically necessary to save a life).
 - o Any refusal will be documented and the student’s parent/guardian and prescriber will be contacted.
- Argo High School will stock a limited supply of Epipens to utilize in case of an emergency.
- School officials authorized to administer medication include the registered nurse, school administrators, and delegated personnel.
 - o In the event the school nurse is unable to administer a prescribed medication to a student, the school administrator or delegated personnel will administer student medication per doctor’s order.

- Any medication errors (missed dose, incorrect dosage, etc) will be documented in the student health record and reported to the district.
 - o A written report will be provided to the student's parent/guardian detailing the error and the outcome
 - o The prescriber physician will be notified, as needed
 - o A thorough evaluation of the incident will be conducted to consider possible changes in administration of medication, designated personnel, and policies

- Argo High School and its employees retain the right to decline medication to a student, however in such instance, the parent/guardian will be notified as well as the prescriber, along with the medical/nursing rationale and offer to accommodate with a different medication or regimen

- If Argo High School and its employees suspect overuse or dependency upon medications, the parent/guardian and prescriber will be notified

- Any medication left at the end of the school year, MUST be picked up by a parent/guardian.
 - o Medication CANNOT be sent home with a student
 - o Any medication NOT picked up by the end of June will be disposed of properly. Disposal will be documented appropriately and witnessed by another school official.
 - Medication CANNOT be stored at school over the summer for the following school year.