

LAWRENCE COUNTY SCHOOL HEALTH SERVICES

MEDICATION AT SCHOOL GUIDELINES FOR PARENTS

Updated: 7/2024

Parents Responsibility: Contact your School Nurse

Over-The-Counter (OTC) Medications:

- **NEW CHANGE: All OTC Medications require a healthcare provider signature on the School Medication Parent/Provider Authorization form (PPA) 2024. This is the same form required for prescription medications.**
- All OTC Medications follow the same requirements as prescription medications.
- Parent/Guardian must supply the OTC medication in the original, unopened, sealed container.

Prescription Medications:

- A current School Medication Parent/Provider Authorization (PPA) 2024 must be completed in full and signed by the healthcare provider and parent/guardian for all prescription medications. Medication orders are accepted for one calendar year.
- Healthcare provider orders/instructions on the PPA must match the pharmacy label. **PPA/pharmacy label must include instructions to change the form of a medication such as: crushing or sprinkling.**
- All prescription medications must have a pharmacy label, including inhalers and insulin pens.

Self-Administer/On-Person/Emergency Medications:

- Self-administration/on-person medications for chronic conditions is permissible with completed medication orders.
- PPA must be completed and signed by the healthcare provider and parent/guardian for self-administration and/or on person.
- Medication Self-Administration Documentation and/or Medication Authorized to Keep On Person Documentation form must be completed, signed/approved by parent/guardian, student, and school nurse.
- Student responsibility:
 - Contact School Nurse when needed.
 - Keep medication “on person” at all times at school, on school bus, and school activities including field trips and during crisis situations such as fire, weather emergencies, and other evacuations.
 - Knowledge of time, dosage, route, and skill to administer own medication.
 - Ability to safely bring and keep medication “on person” at school every day.
 - Do not share medication.
 - Demonstrate knowledge and skill to school nurse.

All Medications:

- Parent/Guardian/Designated Adult must deliver all medications to school and sign-in/count the medication with the school nurse. The student can not deliver the medication.
- Parent/Guardian must notify the school nurse of medication changes including discontinued orders. The school nurse can not implement changes in a medication order from the parent or guardian. A new PPA form must be signed if medication orders change during the school year.
- The school nurse will notify the parent/guardian when the student is out of medication or the medication has expired. All expired medications will be properly disposed of. It is the parent/guardian’s responsibility to bring additional medication to school. If the medication is not brought in a timely manner, the prescribing doctor will be notified.
- Parent/guardian must pick up any unused medication at the end of the school year. All medication not picked up will be disposed of by the school nurse.