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Letter to Parents **MEDICATION ADMINISTRATION AT SCHOOL**

Purpose: To ensure medication is given to students at school in a safe manner and as per school board policies and to meet Ohio Revised Code (ORC) 3313.713 regulations.

Procedure: Medication Administration At School

Nonprescription and prescription medication shall be administered in accordance with program policies and procedures and only with written permission of a parent. Only employees who are health professionals or who have completed drug administration training may administer medication pursuant to section 3313.713 of the Ohio Revised Code;

(a) All prescription medicine must be current within the last twelve months, kept in its original container, and have a legible label containing the child's name and written instructions for use from a licensed physician, nurse practitioner, or dentist.

(b) Except in cases of emergency, parents shall give the first dose of any newly prescribed medication so that they may personally observe the child's reaction.

In order to administer medication to your student at school, please comply with the following:

1. A written authorization request must be obtained from the provider and parent/guardian. The Prescription or Over The Counter Medication Administration At School Form should include the name of the medication, dosage, time, and duration. Forms for prescription medications and forms for over the counter medications are available on the school website, in the secretary's office or from the school nurse clinic.
2. A signed request for administration form for prescription medications must be signed by the ordering provider and by the parent or legal guardian. A signed request for administration form for over the counter medications must be signed by the parent or legal guardian.
3. All medications must be in their original, unopened container. Over the counter medications should be new without the seal broken and in quantities of no more than thirty (30). Prescription medication must have a fixed RX label that includes the child's name, name of medication, method of administration, time of administration and time interval of dosages. Each student must have their own over the counter medication with a signed request from parent/guardian. One form will be needed for each over the counter or prescription medication for each student.
4. The medication and the signed permission form must be brought to the school by the parent/guardian and picked up on the last day of school. **STUDENTS MAY NOT TRANSPORT MEDICATION TO OR FROM SCHOOL.**
5. New request forms must be submitted each new school year due to possible medication order changes.
6. It is the parent/guardian responsibility to notify the school nurse clinic of any medication changes with a written, signed and dated order form from the provider and parent/guardian signature. The school must have a written, signed and dated written order from the provider when medications are discontinued.
7. Discontinued medications must be picked up within 10 days or the medication will be properly disposed of. All medications at the end of the school year must be picked up by the parent/guardian on the last day of school or the medications will be disposed of.
8. Medication will not be administered without a signed order from the provider and a Prescription Medication Administration at School form signed by the provider and parent/guardian or an Over The Counter Medication Administration at School form signed by the parent/guardian.

Please contact the School Nurse with any questions at 419-368-8522.