



# PHENIX CITY SCHOOLS

Health Services Department

## MEDICATION GUIDELINES

Any time you desire for your child to have medication, the medication should be given at home if possible. Medications prescribed to be taken 3 times a day or less should be given at home. This prevents unnecessary disruption of the school day. However, many children are diagnosed with a chronic or emergency condition *requiring* medication during school hours in order to allow them to attend school. Medication administration services exist to meet the needs of those students diagnosed with a chronic condition necessitating medication in the school setting.

**Chronic Health Conditions:** If your child is diagnosed with a chronic condition requiring medication or a health procedure to be administered while in school or school sponsored activities, you must notify and schedule a conference with the school nurse. You should understand and must comply with these guidelines as stated. If your student does not have medication but requires special physical/health accommodations, you must have doctor's orders at the beginning of the school year. Previous year's orders are considered expired.

The first dose of a new medication cannot be administered at school and must be given at home. Likewise, when a change in an existing medication's dosage is prescribed, the first new dose cannot be administered at school.

Controlled substances cannot be authorized for administration for acute conditions. Only those controlled substances prescribed for a chronic condition are approved for administration in the school setting. If you wish for your child to have controlled medication for any acute condition, including pain, it is best to give this type medication at home. You may come to the school to give your child his/her medication.

**Delivery of Medications:** As the parent/guardian, you must provide and deliver all medication and necessary supplies. **Students are prohibited from delivering medications.** You must check-in and verify every medication and all appropriate documentation with the school nurse. You may make an appointment with the school nurse to deliver and verify medications and documentation. Medication **cannot** be "dropped off" with the office staff. ***If you do not have proper documentation, you may come to the school to give medicine as needed.***

**Required Documentation:** You must submit a separate medical order (*Prescriber/Parent Authorization* form) for each medication along with the medication(s). Medication will not be accepted without the required documentation. ***The PPA is downloadable from the PCBOE website under the Health Services tab.*** Any changes in medication strength, dosage, etc. will need an updated PPA. All procedures and medication (as defined) require written authorization of **both** the parent/guardian **and** the medical provider.

**Medication Labels:** Medication must be provided in the original, pharmacy-labeled container. All information on the label and the authorization form must match. If you have a medication without a pharmacy label, you will need to take the medication to the pharmacy to have a label attached directly to the medication. The pharmacy label expiration date must be current.

**Over-the-Counter Medications:** Over-the-counter medication must be provided in the original, unopened, and sealed container with the manufacturer's label *and* the child's name. You must label the container with your child's name without covering the manufacturer's label (i.e. permanent marker). These medications also require a PPA form from the physician.

**Medications Approved for Students to Self-Administer and/or Self-Carry:**

- It is recommended all emergency medication be authorized for the student self-carry throughout the school day to ensure immediate access at all times. An additional supply of emergency medication is recommended for the health office. Only emergency medication can be kept with the student. Emergency medication includes:
  - Fast-acting asthma inhalers
  - EpiPen/Auvi-Q delivery devices
  - Glucagon and insulin
- Self-administration medications include asthma inhalers, insulin, EpiPen, and Auvi-Q.
- The school nurse is responsible for the final authorization of a student to self-administer and/or self-carry.

**Field Trips and Off Campus Sporting or Activity Events:**

- Emergency medications and those identified in the Individualized Education Plan (IEP), 504 Plan, or as prescribed for a chronic condition are the only medications that may be administered on any field trip. Authorized staff members administer these medications according to the Medication Administration Guidelines of Phenix City Schools.
- If your child will need to have medication that is not routinely being administered in the school setting while attending an extended day or overnight field trip, you must notify and submit all required medication and paperwork directly to the school nurse 2 weeks prior to the trip. All medications and documentation must be authorized by the nurse, verified with the medical provider, and packaged prior to the trip. No medications can be accepted within 48 hours of a trip.
- You may choose to attend the trip with your child and give medication.
- A nurse, trained school representative or parent must attend field trips with students requiring medical procedures or life-saving medication to be administered. The parent is permitted to provide written consent for their student to be independent and self-administer AS WELL AS obtain medical clearance from the student's primary care physician. This would mean they could attend without a representative.

**Expired, Discontinued, and Unused Medications:**

You must pick-up expired or discontinued medication within 5 days from the date specified on physician's orders. All medication remaining after that day will be disposed of according to State Medication Administration Guidelines. Also, all medication remaining at the end of the last day of school will be disposed of according to the State Medication Administration Guidelines.

**Stock Topical Medications:** The only medications that will be stocked in Phenix City schools are topical calamine lotion and triple antibiotic ointment. These medications will be utilized with parental authorization.

*All medication is administered according to the Medication Administration Guidelines of Phenix City Schools.  
If you have any questions, please contact your school nurse.*

Updated October 2022