

Bluffton-Harrison MSD

Medication Administration Policy and Procedure

POLICY: It is the policy of the Bluffton-Harrison Metropolitan School District that all children's medication be administered by a parent/guardian at home. Under exceptional circumstances, medication may be administered by authorized school personnel.

PROCEDURE: If it is determined that a child needs to take a medication while he or she is at school, or attending a school function, the following guidelines will be followed:

1. No medication, prescription or non-prescription, shall be administered to a student without the written and dated consent of the student's parent/guardian.
 - a. The written consent will include, but is not limited to the following information: the *Name of the Student*, the *Name of the Medication*, the *Dosage* to be given, the *Time* for the medication to be given, a *Start* and *Stop* date for administration, and the *Signature* and *Date* of the *Parent/Guardian*.
 - b. Consent forms are available from the school nurse or the office.
2. All prescription medication must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label.
3. A physician prescription is needed for over-the-counter medications which are not advisable for children.
4. All medication, prescription and non-prescription, must be in the original labeled container. Under no circumstance will a medication sent in a plastic bag with a note be administered to a student.
5. Parents/guardians are advised to bring the medication to the school nurse's office. A student is allowed to bring a medication to the school, but the school will not be liable for lost or stolen medication that is brought to the school by a student, or those medications that are carried by a student.
6. Students in Kindergarten through grade 8 are not allowed to transport medication FROM school. A parent or guardian must pick up the medication from school, OR authorize in *writing* a person 18 or older to pick up the medication and bring it home. Students in grades 9 through 12 will be allowed to transport medications home ONLY if the student's parent/guardian provides *written* permission stating such.
7. Students who need to carry and/or administer their own medication such as asthma inhalers, bee sting injections, or other medications must have a dated and signed permission slip from both the physician and the parent/guardian.

If a student is found to have medication in their possession, or in their locker without the proper consents, they will be subject to disciplinary action.