

PROCEDURES FOR ADMINISTERING PRESCRIPTIVE MEDICATIONS

1. Follow all procedures for Administering Medications to Students.
2. Any changes in the original medication authorization require a new written authorization and a corresponding change on the prescription label.
3. Faxed authorization may be acceptable as long as there is a signed parental consent for the medication authorized by fax.
4. Changes in medications via the telephone should be taken only under extreme or urgent circumstances. Telephone changes should be taken directly from the licensed prescriber by a licensed nurse, only if this is consistent with the local school division policy. These medication changes should be recorded on the student's record and be a one-time-order only. Telephone authorization should be followed by a written order from the licensed prescriber within 24 hours.
5. Medication authorizations may be received on stationary or prescription pads from the licensed prescriber or an acceptable label on the prescription container if the parents/legal guardian sign and date the form/label.
6. The original containers should be labeled with the student's name, name of medication, directions for dosage, frequency to be administered, the licensed prescriber's name and the date the prescription was filled.
7. Medications in plastic bags or other non-original containers are not acceptable.

Ref: Virginia Department of Education, Virginia Department of Health and Albemarle County Public Schools Policy [JHCD](#)