Medication Procedure Information

Medications should be administered to school children at home, rather than at school, whenever possible.

When medications are needed during the school day, the ECASD policy and guidelines must be followed.

These guidelines are in place for the protection of all students.

For **prescription medication** to be allowed in school, a completed district ***Prescription Medication Form*** with authorization/orders by a physician/licensed prescriber (part A) and parent/guardian consent (part B) must be on file with the school nurse.

Medication Management Forms can be downloaded from the district website. Under Departments → Student Services → Nursing: https://www.ecasd.us/District/Departments/Student-Services/School-Nurses

Prescription Medications: there are 2 options at school:

1. Parents may request that the medication be administered by a school staff member. The completed ***Prescription Medication Form*** needs to be returned to the school nurse prior to the medication being administered.
    a. Each prescribed medication must be in its own pharmacy-labeled package which includes the student's name, current date, the correct dosage, time to be taken, and physician/licensed prescriber's name. Nonprescription medications are to be supplied in the original manufacturer's container that lists the ingredients and recommended dose. Multiple medications may not be mixed together in one container.
2. Students carrying their own medication is allowed if these guidelines are followed:
    a. A ***Prescription Medication Form*** is required, with written authorization by a physician/licensed prescriber and parent/guardian must be on file with the school nurse. The physician/licensed prescriber must indicate on the form that the student is allowed to carry and self-administer the medication. The completed form needs to be returned to the school nurse prior to the student carrying the medication**.**
    b. Each prescribed medication must be in its own pharmacy-labeled package which includes the student's name, current date, the correct dosage, time to be taken, and physician/licensed prescriber's name. Multiple medications may not be mixed together in one container.
    c. **It is the responsibility of the student to comply with all school policies/rules relating to student alcohol/drug use.**

For **Over-the-Counter** medication to be allowed in school, a completed district ***Medication Consent Form – Over the Counter Medication Form*** with parent/guardian authorization/consent must be on file with the school nurse.

Over the Counter Medications: there are 2 options at school:

1. Parents may request that the medication be administered by a school staff member. The completed ***Medication Consent Form – Over the Counter Medication Form*** needs to be returned to the school nurse prior to the medication being administered. Over the counter medication may be administer per the manufacturers recommended dose.
    a. Nonprescription medications are to be supplied in the original manufacturer's container that lists the ingredients and recommended dose. Multiple medications may not be mixed together in one container. Please write your child's name on the front of the package.
    b. It is the responsibility of the parent to safely transport the medication to school. An intake form should be complete when the medication is delivered to the school.

2. Students may carry their own medication if these guidelines are followed:
    - **a.** A ***Medication Consent Form – Over the Counter Medication Form*** is required, with written authorization from parent/guardian, on the medication form, must be on file with the school nurse. The completed form needs to be returned to the school nurse prior to the student carrying the medication**.**
    - **b.** Nonprescription medications are to be supplied in the original manufacturer's container that lists the ingredients and recommended dose. Multiple medications may not be mixed together in one container.

It is the responsibility of the parent to safely transport the medication to school if there is no self-carry order. An intake form should be complete when the medication is delivered to the school.

In all cases the completed form should be returned to the school office or health office.

The Eau Claire Area School District assumes no responsibility in circumstances where students bring and consume medication at school without benefit of the procedures outlined within the medication policy.