



Health Services Department

East Bank - 822 South Clearview Pkwy. Phone: (504) 736-7386

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Dr. James Gray
Superintendent

Dr. Ajit "AJ" Pethe
Chief of Schools

Dear Parents and Guardians,

Keeping our students safe and healthy is our top priority. To make sure your child gets their medicine safely and correctly, please read these guidelines carefully. They explain what paperwork you need, how to bring medicine to school, and why our nurses must double-check every order. Following these steps helps us prevent mistakes and ensures your child is ready for a great school year.

MEDICATION GUIDELINES FOR SCHOOL

To safely give medication at school, we follow state law and health guidelines, including **Louisiana Revised Statute 17:436.1**.

- **Forms Expire Every Year:** All order forms expire at the end of every school year.
- **New Forms for a New Year:** New orders are required each new school year, or if the doctor changes your child's dose.
- **The July 1st Rule:** Orders must be dated on or after **July 1st** to be used for the current school year.

What You Need to Provide

Medication cannot be given at school unless all of the following are received:

- A completed **Louisiana Medication Order Form** signed by a licensed health care provider
- A signed **parent/guardian consent form**
- Medication in the **original labeled container** (or original package for over-the-counter medicine)

The doctor's order and the pharmacy label must match exactly. This includes:

- Student name
- Medication name
- Dose
- When, how, and why the medication is given, *For example, if the label says "as needed for cough" or "give at 11:00 AM," the doctor's order must say the same thing.*

Checking the Medication In

- A **parent/guardian (or responsible adult 18 years or older)** must make an appointment to bring the medication and forms to the school nurse or Medication Assessment Office
- It is **required that the student attend** the appointment so the nurse can meet them, assess and review their needs
- Medication orders must be dated **July 1 or later** of the current school year
- All medications and refills must be **signed in by an adult 18 years or older**

The school nurse will review all forms and assess your child to determine how medication can be safely provided at school, in line with state law and nursing guidelines.

Medications Outside of Standard Guidelines

If a medication order is outside of the manufacturers' guidelines, or the FDA guidelines (for example, a higher dose, different use, or not commonly given at school):

- The school nurse will review the order carefully

- The nurse may need to contact the health care provider for more information or clarification
- Written explanation or additional documentation may be required

Medication will only be given after it has been reviewed and determined to be safe for the school setting.

Special Medications

Please contact the school nurse if your child needs:

- Diabetes care (including insulin)
 - Emergency seizure medication
 - Medication that requires special procedures or close monitoring A meeting with the school nurse may be required before school starts.
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Students Carrying Their Own Medication

Some students may be allowed to carry and use:

- Asthma inhalers
- Epinephrine auto-injectors (EpiPen) This requires:
- Written approval from the health care provider
- Parent/guardian consent
- A completed self-carry agreement
- Approval from the school nurse

Permission is valid for one school year only, and documentation must remain on file at the school.

Medication Safety Tips • It is best to give the **first dose of a new medication at home**

- Doctors must write an exact dose. **We cannot accept a "range."** For example, an order cannot say "2 to 4 puffs" of an inhaler. It must say a specific number, like "2 puffs"
 - Only check in medication that is needed during school hours
 - No more than a **35 day supply** can be brought to the school
 - If pills need to be cut or changed, please ask your pharmacy
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Medications That May Be Limited

Some medications may not be accepted at school unless approved by the nurse, such as:

- Creams or ointments
- Eye or ear drops
- Medications that can be given at home instead

The nurse may contact you or your child's provider if changes are needed.

Appointments

- Medication check-in is **by appointment ONLY** so the nurse has enough time to review everything
 - Please refer to the Medication Assessment Office calendar for availability
 - If you are late, your appointment will need to be rescheduled
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Contact Information

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If you have any questions, our school nurses are here to help.

Sincerely,

Jefferson Parish School Nurses