

MEDICATION

A parent / guardian who wishes for medication to be administered at school to his/her child has the following responsibilities:

1. To obtain written orders for all medications to be given at school, including renewals at the beginning of the school year.
2. To obtain a prescription for all medications to be administered at school, including medications that might ordinarily be available over the counter.
3. To arrange for the safe delivery of the medication to and from school (by a responsible adult), in the original labeled container as dispensed by the pharmacist.
4. To provide an authorization that contains the following information:
 - the student's name
 - clear instructions
 - Rx number, if any
 - current date
 - name, dosage, frequency, and route of medication
 - physician's or dentist's name
 - the parent or guardian's printed name and signature
 - parent / guardian's emergency phone number
 - statement granting or withholding release of medical information
5. To provide a list of all medications the student is currently receiving at home and school, if not a violation of confidentiality or contrary to the request of the parent/guardian or student that such medications not be documented.
6. To list names and telephone numbers of persons to be notified in case of a medication emergency in addition to the parent or guardian and licensed prescriber.
7. To request unit dose packaging whenever possible.
8. To provide no more than a 20 school day supply of medication to be kept at school.
9. To cooperate with school staff to provide for safe, appropriate administration of medication to the student, i.e., provide information such as positioning, and suggestions for liquids or foods to be given with medication.
10. To assist in the development of the emergency plan.
11. To comply with written and verbal communication regarding school policies.
12. To grant permission for school nurse / physician consultation.
13. To remove, or give permission to destroy unused, contaminated, discontinued, or out-of-date medication according to the school guidelines.