



**Brecksville-
Broadview Heights
City School District**

Brecksville-Broadview Heights City Schools Board of Education Office

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PROCESS FOR DELIVERING YOUR CHILD'S MEDICATION TO SCHOOL

Attached to this packet you will find the District Board Policy and the appropriate medication authorization form. There are different categories of medication. Depending on the category of medication you drop off your experience will vary.

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from the educational program.

The medication needs to be brought into the school by an adult, medication is not permitted to be brought in by a student.

When you arrive, you will be attended to by a clinic staff or a district employee who has received training on the process to accept medication. The process based on the category of medication received is the following:

A. Over the counter medications:

[Non-Prescription Medication Authorization](#)

- Medication needs to be in manufacturer's original container
- Only medication that has not passed expiration date can be accepted
- Non-prescription medication authorization is completed by parent or guardian
- Medication will be secured in the locked storage cabinet in the clinic

B. Prescription medication (not a controlled substance):

[Prescription Medication Authorization](#)

- Medication needs to be in an original pharmacy container with a pharmacy label
- Prescription Medication Authorization requires a parent signature
- Prescription Medication Authorization requires a doctor's signature
- **Note: 50 doses is the maximum prescription doses the district allows to be dropped off at a time
- Medication will be secured in the locked storage cabinet in the clinic. The Medication is inventoried by clinic staff.

C. Prescription medication that is classified as a Controlled Substance:

[Prescription Medication Authorization](#)

- Medication needs to be in an original pharmacy container with a pharmacy label
- Prescription Medication Authorization requires a parent signature
- Prescription Medication Authorization requires a doctor's signature
- **Note: 50 doses is the maximum prescription doses the district allows to be dropped off at a time
- There is a pill counting tray that allows the pills to be taken out of the bottle, laid flat, counted and returned to the bottle without medication being touched by hands.
- A student medication document will be created. This document has a place for the name of the medication, medication count, initials of staff and parent and a key for initials and signature

BBH staff will write student’s name, date, name of the medication

- Count the number of doses and document on the student medication record
- Initial the entry on the student medication record
- Sign and initial the key at the bottom of the form

The parent/adult who is delivering medication will:

- Confirm the number of doses
- Initial on same line as staff member did to verify the quantity received
- Sign and initial the key at the bottom of the form
- Medication will be secured in the locked storage cabinet in the clinic

When your student arrives to the clinic to receive their (no matter the category listed above) medication, they can expect the following:

- The student will be asked their name. It will be phrased as a question to the student.
- Example: Hi, what is your name?
 - During this time the staff will be following the Ohio Department of Health model of 6 Rights of Medication Administration. The 6 rights are the right individual, the right medication, the right dose, the right time, the right route and the right documentation.
 - If your student is unable to provide the response of their name verbally or through an alternative mode of communication: the student’s prescription bottle will be kept in a bag with the student’s picture on it, the student’s picture will be on the medication log and the student’s identity will be verified with another staff member.
- The staff member will unlock the cabinet where medication is stored.
- The staff member will dispense the medication into the cap of the prescription bottle or a medication cup if a liquid.
- The student will pick the medication out of the cap of the bottle
- The student will be take the medication while being observed by the clinic staff
 - If the student has their medication in a gummy or applesauce, this is completed after the student has entered the clinic and been identified. The staff member will be wearing gloves. The tablet is placed in the gummy. If applesauce is used to take medication the applesauce is put on a spoon, the capsule is opened and the contents of the capsule are placed on the applesauce. Additional applesauce is placed on the spoon and a second spoonful is eaten.
- Medication cannot be administered that has passed the expiration date. Parents have 30 days after the expiration date to pick the medication up from the school clinic.

If you have concerns regarding the medication delivery process at any time for your child, please contact your building administration immediately.

[po5330 Use of Medications](#)

Parent/Guardian Verification

- I am the student’s parent/legal guardian
- I have received the Board Policy
- I have received Medical Authorization form as it relates
- I have read the process information noted above

Signature:_____ Date:_____

Name (Printed):_____

Relationship to student:_____