

Medication at School

Written instruction signed by parent and health care professional must identify the child, the medication (prescription or over-the-counter), the purpose of the medications, the time it is to be administered, the dosage, any possible side effects and the termination date for administering the medications.

The person administering the medication shall:

1. Inform appropriate staff of the medication,
2. Keep a record of the administration of medication,
3. Keep medication in a locked cabinet, and
4. Return unused medication to the parent **only**.

The parent of the child shall assume responsibility for informing the school of any change in the child's health or change in medication. It is the responsibility of the student to seek medication from the designated employee at the prescribed time.

The District retains the right to reject a request for administration of medicine.

No medication shall be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation. The parent shall submit a written statement which grants a staff member the authority to act according to the specific written directions (e.g., medication administered to counteract a reaction to a bee sting). Such medication shall be administered by staff trained to administer such an injection.

Procedure for Medications Dispensed at School

In order to protect both the student and the school, the following procedure has been established.

1. No medications will be given until Physician's/Dentist's Order for Medication at School has been completed.
2. A copy of this form will be referred to the district health service consultant who will review the request with the physician prescribing the medicine, if that is deemed necessary.
3. The District health service consultant and the school principal will determine the appropriate staff member to dispense the medications.
4. The District health service consultant will inform the designated staff member regarding

- medication use and its side effect; also, the safe keeping of the medicine in a locked container.
5. The staff member will record the date and hour for each medication given on the Medication Record.
 6. Upon completion of medication schedule, or at the end of the school year, these "forms" will be filed in the student's permanent records.
 7. Medication remaining at the end of the school year will be discarded unless it is picked up by the parent within five (5) days. Medication will not be sent home with the student.

Parents who send medicines and notes to the teacher, requesting that the school dispense the pills, must be contacted. The principal or designee will make this contact and review the policy that NO medications will be given until the Medication Forms are completed and presented to the school.