

ADMINISTERING MEDICINES TO STUDENTS

Elementary

It shall be our practice that "over-the-counter" medications will only be dispensed by school personnel with written authorization from medical provider and parent.

When a physician feels it is necessary for a child to have a prescription medication at school, the following procedure should be followed:

1. Medicine must be in the proper container with the pharmacy label showing –
 - a. Name of child
 - b. Name of medicine
 - c. Dosage and schedule of administration
 - d. Physician's name
2. A written request from the parents giving the school permission to administer medication
3. It is strongly recommended that medicine be brought to school by parents
4. Long-term medication must be accompanied by a physician's written order
5. The first dose of any medication will not be administered at school.
6. No child is to supply medications to any other students.
7. The school district may refuse to administer any medication not approved by the Federal Drug Administration or any medication with greater than recommended doses.

NOTE: In order to make this procedure easier for parents to follow, many pharmacies are willing to prepare an extra prescription container for use at school when necessary.

Secondary

It shall be our practice that "over-the-counter" medications will be dispensed by school personnel only with written authorization from medical provider and parent.

A student in secondary schools may carry one dose of his/her own prescription or over-the-counter medication to be used at his/her own discretion when they have in their possession the parent's written permission. The medication must be in its original, properly marked container.

When the prescription drug is a controlled substance, then the medication should be kept in a locked cabinet in the nurse's office in small quantities.

Controlled substances should meet all the conditions outlined in the elementary section of this procedure, 1 through 7.

Adopted: May 22, 1984

Revised: February 24, 1998