

Medication Administration Policy

Overview

Children who have health problems that go untreated may be prevented from reaching their full academic potential. Many students who have a chronic illness or disability must receive medication during the school day. Ideally, a parent or health care professional will administer the medication. In their absence, the school administration must have the permission of the parent or guardian to administer each medication.

Policy

- 1) The Superintendent or Principal will designate and authorize which employees of the school district may administer medication during school hours.
- 2) The parent or guardian will provide any/all medication to be dispensed to their student. It is the responsibility of the parent/guardian to maintain the supply of medication at school.
- 3) The school must receive a written request to administer the medication from the parent, legal guardian, or other person having legal control of the student. Written request from a parent or guardian must include:
 - The student's name
 - The name of the medication to be given
 - Date of permission and number of days the medication is to be given
 - Time of day the medication is to be given
 - Signature of parent or legal guardian
- 4) The written permission will be good for the current school year, and will end on the last day of school for that same school year.
- 5) Only FDA approved medications may be administered at school, and the instructions from the parent may not contradict the medication label.
- 6) Students' may not receive the first dose of any medication at school. The medication must always be initiated at home, in order to assess the child's reaction to product.
- 7) Short term medications (i.e., those to be given for 10 days or less) may be received with parent permission as stated above, as long as the prescription is current and stated on the prescription label (within the last 30 days).
- 8) Medications that need to be administered for more than 10 days require a physician signature (see Doctor Orders for Prescribed Medications EKHLA). The medication may be initiated with the parent signature (must be in the original container with a current date, and with instructions printed on the label as stated above), however a physician order and signature must be received within 10 days.

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- 9) Non-prescription medications may be administered for a short time (10 days) with a parent signature. Longer than 10 days requires a physician order and signature (see 10 days or less Parental Consent for Administering Medication).
- 10) If there is a change in treatment, a signed physician order must be received indicating the new instructions (it is treated as a new medication). If the new instructions are printed on a new prescription bottle/label, the medication may be administered following these instructions, as long as the written physician order is received within 10 days.
- 11) When administering prescription medication, the medication must appear to be in the original container and to be properly labeled:
 - Name and address of the pharmacy
 - Name of the patient (student)
 - Name of the prescribing practitioner
 - Date the prescription is dispensed
 - Instructions for use
 - Expiration date of the medication
- 12) Medications may not be received in zip lock bags, foil, or any other container except the original bottle.
- 13) The medication will be stored in the original container, which is locked and secured in a designated space (i.e., within a locked cabinet). This may be kept in the principal's office or other secure area as designated by the principal. Access to keys to the designated storage space will be limited to authorized staff only.
- 14) Parents must provide an accurate, working phone number, where they can be reached for any questions or concerns.
- 15) If the school administrator has a concern or question about the medication being administered at school, the prescribing physician and/or pharmacy may be contacted.