

If your child needs to take medicine at school

Our procedures for helping students with medications are designed to establish the basic structure for assisting students with medications

We are strongly committed to the health, safety and well-being of our students. A student may receive assistance with over-the-counter and prescription medication during school hours from the nurse, principal, or his/her designee. Our guidelines for School Administration of Medication establish the basic structure for assisting students with medication during school hours.

- ✓ Medication should be given by a parent of guardian before or after school hours, when possible.
- ✓ Initial doses of medication that a student has never taken before will not be given at school.
- ✓ A responsible adult should deliver the medicine to the school. Do not send medication with the student.
- ✓ Medication to be given at school must be accompanied by the Permission for School Administration Form.
- ✓ The parent/guardian will reclaim any used medications within one week of the termination of treatment or within one week of the last day of school.

Prescription Medication

- ✓ A written prescription is required for Prescription medication, Herbal, Homeopathic or Over-the-Counter medication with dosage outside of manufacturer's recommendations.
- ✓ The Permission for School Administration of Medication form, when signed by the healthcare provider, may serve as the written prescription. The parent/guardian signature is also required.

- ✓ A separate form must be completed for each medication.
- ✓ Prescription medication must be in the original, labeled container provided by the pharmacist who filled the prescription.
- ✓ Any medication that the nurse has received a healthcare provider's order for, is to be treated as a prescription medication and must have a pharmacy label on the container in order to administer.
- ✓ Controlled substances must be limited to no more than a 31-day supply.

Over-the-counter medication

- ✓ The parent/guardian must complete and sign the Permission for School Administration of Medication form.
- ✓ A separate form must be completed for each medication.
- ✓ Over-the-counter medication must be in the original, unopened container with manufacturer's label.
- ✓ The parent/guardian should attach a label with the student's name to the medication.

Responsibility for adverse drug reaction

Neither the school district nor its personnel will be responsible for the occurrence of any adverse drug reaction when the medication has been given in the prescribed methods.

Penalty for sharing prescription medicine

- ✓ Students who share any medication with another student will face disciplinary action including, but not limited to, suspension or expulsion.
- ✓ Each year, the district will notify students in writing of this

prohibition and that violations may result in disciplinary action.

Self-medicating and/or self monitoring

- ✓ The school district will authorize eligible students to self-monitor and self-administer medication, as prescribed by the student's healthcare provider, except in the case of controlled substances and/or sufficient evidence that unsupervised self-monitoring or self-medication would seriously jeopardize the safety of the student or others.
- ✓ Authorization forms completed and signed by the physician, parent and student are required, if student needs to carry an emergency medication on his/her person.
- ✓ An Individual Health Care Plan (IHP) must be established in order for a student to be allowed to self-medicate and/or self-monitor.
- ✓ Medication authorized to be carried by the student must be in the original, labeled container provided by the pharmacist who filled the prescription.
- ✓ Parents/guardians are responsible for knowing the expiration date of any medication brought to school and replacing medication before the expiration date. Expired medication will not be administered.
- ✓ The school district will grant permission to self-monitor and self-administer medication on a year-by-year basis.
- ✓ The district may revoke a student's permission to self-monitor or self-administer medication if the student endangers him/herself or others through misuse of the monitoring device or medication
 - in a classroom a classroom or on school grounds,
 - at a school-sponsored activity,

- in transit to and from school or school-sponsored activities or
- during before or after school activities on school-operated property.

Field Trips

- ✓ The same guidelines for School Administration of Medication followed during the school day, also apply to field trips.
- ✓ Individual student medications should be sent in their original containers.
 - Parents should provide properly labeled containers from a pharmacy filled only with the number of doses needed on the field trip.

Special Dietary Needs

- ✓ A Diet Order form, completed and signed by a healthcare provider, is required for students with special dietary needs. This form must be renewed, at a minimum, at the beginning of each school year.

Individual Health Care Plan

Many students attending school have health conditions which require special health care services. An Individual Health Care Plan (IHP) is a plan of care, written by a registered school nurse, designated specifically for an individual student to provide for meeting the health monitoring and care of the student during the school day or at school-sponsored functions. Students with special health care needs are students with health conditions requiring treatments, medical procedures, medications, and/or monitoring that must be performed by school personnel and meet one or more of the criteria below:

- are complicated and/or lengthy,
- require several contacts with the nurse during the school day,

- are needed to prevent death or disability on an emergency basis,
- are needed for students who have medically fragile health conditions, and/or
- are prescribed treatment, medical procedures, medications and/or monitoring at school more than fourteen consecutive days.

Students who have been granted permission to self-medicate and/or self-monitor in accordance with school district procedure are also considered to have special health care needs. An IHP must be established in order for a student to be allowed to self-medicate and/or self-monitor.

It is important to report any illness or condition that your child has that may require medical support during the school day. If you have questions or concerns about your child's health or school nursing services, please contact your child's school nurse or Lead Nurse, Leigh Lever (803) 416-8887.