

## **MEDICATION AT SCHOOL**

Whenever possible, the parent or guardian should make arrangements so that it is not necessary for school personnel to administer a medication to a student. However, there are cases when a student's health could be compromised by not getting medication during school hours. When sending any prescription or nonprescription medication to school, parents must send each year:

1. **A written order from the physician** indicating the necessity of any medication (prescription or over-the-counter), including dose and how often it can be given. The physician may fax the order to the school.
2. **The original labeled container** of the medication. For prescription medication the pharmacist will supply a duplicate labeled container so one can be kept at home and one can be kept at school. Each container should have the phone number of the pharmacy, student's name, physician's name, medication's name, dosage, time to be given, and route (oral, inhaled, etc.).
3. **Written parent permission / signature** authorizing school personnel to administer medication.

**\*\* Medications without signed medical orders will not be accepted until a written medical order for the medication is provided to the health office.**

**Storage:** Medication to be administered at school is to be kept in the Health Office. Exceptions are students who may carry an asthma inhaler or an epipen, if they have a written doctor's order and written parental permission to do so, and have demonstrated to the school nurse competency in administration. Other special requests may be discussed with the Licensed School Nurse.

**End of Year Medication Pickup:** At the end of the school year, all medications must be picked up in the health office prior to the end of school, or they will be sent home in your child's backpack.

**Half Tablets:** Health Services Staff is not responsible for breaking tablets in half. This will not be done at school. When there is a physician order to give one-half of a tablet, please talk with your pharmacist.

**Field Trips:** Please complete the field trip section on the Authorization for Medication Administration form. Health Services staff do not routinely accompany students on field trips and a teacher may be responsible for administration of medication.

**Standard Medications:** Health Services Staff will administer only medication that is listed and described in the Standard Physician's Desk Reference (PDR).

**Nebulizer Treatments:** When nebulizer treatments are required, special arrangements must be made in advance with the Licensed School Nurse.

Thank you for your cooperation with these medication procedures. The intent is to insure safety and good health for your child.