

## NEWTON COUNTY SCHOOL DISTRICT MEDICATION ADMINISTRATION REMINDERS

All students who need medication during school hours must abide by the following regulations:

- Students are not allowed to transport any medications to or from school, nor are they to have any medications in their possession on school campus. The only exceptions are an Epi-pen or Inhaler.
- An authorization form (this form) must be completed and signed by the parent/guardian and physician. This form will be kept on file in the nurse office.
- Any over-the-counter medicine other than what the school is authorized to give, must be provided by the parent/guardian and brought to school in the original medication container.
- Any prescription medications must be brought to the school in the original prescription bottle properly labeled by the pharmacist as prescribed by law.
- All medications must be brought to the school by the parent or legal guardian. Medications will be counted with the parent and school nurse or other authorized school official at the time they are turned in and number of pills will be documented on the medication administration record. If there is a discrepancy with the order, label, or number of pills, the parent/guardian must get this clarified prior to any medications being given.
- Medications will be stored in a locked safe.
- Before administering any medications, the school nurse or authorized school official will identify the six rights of medication administration; the right student, the right medication, the right dose, the right route, the right time, and the right documentation. All medications given at school will be documented on the medication administration record or in the student's health record.
- All medications not used must be picked up by the parent/guardian the last week of the school year or the medication will be disposed of properly.