

# Guidelines for Medication Given at School

It is best for medication to be administered at home. However, under certain conditions, it is in the best education and health interests of the child to take medication during the school day. We are asking for your cooperation regarding giving medications in the schools. Because of the responsibility placed upon the staff for giving the correct medications, we ask that you comply with the following guidelines.

## I. All Medication

- The **appropriate authorization form** (Asthma, Severe Allergy, or yellow Authorization form for all other medications) must be completed and signed by the **health care provider and parent**.
- **No medication** shall be given without an authorization form.
- Medications must be brought to the school office by the parent and **not the student**.
- **Pills need to be broken prior to being brought to school for half dosages.**
- Medication left at school shall be destroyed the last day of school, according to district policy.

## II. Prescription Medication

- All medication must be in the **original prescription container or package** and properly labeled with the student's name, name of medication, exact dosage, name of health care provider, date and time of day to be given.
- The directions of the 'Authorization' form **must match** the directions on the prescription container or package.
- **Sample** medication must also be properly labeled and in the original container or package.
- **No more than a 20 (twenty) day supply of Schedules II-V medications** (i.e. ADHD medications, narcotic pain medications) should be brought to school by the parent.
- All medications to be given by nebulizer must be provided in individual unit doses.

## III. Non-Prescription Medication (e.g. cough drops, vitamins, aspirin, cough syrup, or any over-the-counter medication)

- Non-prescription medication must be in the original package and **must be labeled by the parent**, with the student's name, name of health care provider, exact dosage and time of day to be given.
- **Sunscreen is not considered a medication so it may be brought to school by the student without any paperwork**. School staff are not required to apply sunscreen on the student.

## IV. Over-the-counter Oral Medication (OTC) to be self-carried – grades 9 through 12

- A 'Permission' form must be completed and signed by the parent and principal or school nurse.
- Medication must be in the original labeled container.
- Student will carry written permission from the parent indicating the name and dosage of the medication.

## V. Administering Medication 15 Days or Less

- The **appropriate authorization form** must be completed and signed by the **parent**.
- The **health care provider** must write, on either a prescription blank or an 'Authorization' form, a request for medication to be administered at school.

## VI. Administering Medication 15 Days or More

- The **appropriate authorization form** must be completed and signed by the parent and health care provider.
- The authorization form must contain complete physician instructions. A prescription blank is not sufficient for medications over 15 days.

## VII. Injectable and Rectal Medication

- **Injectable and rectal medications – May only be given by a licensed nurse (available only on a few days/week at most buildings), the student, or a parent/guardian except as listed below:**
  - If a student is susceptible to a predetermined, life-endangering situation, trained school personnel may assist the student with an auto-injection (i.e. EpiPen®. Auvi-Q™). The health care provider **and** parent must state in writing on the "Severe Allergic Reaction Plan & Medication Orders" form if the student is to **carry** an epinephrine autoinjector.
  - The parents of a student with diabetes may authorize a Parent Designated Adult (PDA) who may or may not be a school district employee, to give injections and/or administer blood glucose monitoring. The PDA must receive additional training from a health care professional or expert in diabetic care selected by the parents