

# Hattiesburg Public School District

## MEDICATION PROCEDURES

If it is necessary that a medication is to be given during school hours, the guidelines for medication administration, listed below, must be followed to be in compliance with the Hattiesburg Public School District's medication policy. This is for the safety of your child and others.

1. Administration of medication is foremost the responsibility of the parent/guardian. All medications that can be given outside of school hours without serious effects must be given before or after school. Any medication that is ordered only once or twice daily must be given at home and will not be administered at school unless the school receives a letter from the physician explaining why the medication must be given at school instead of home.
2. The first dose of any new medication must be given at home in case there is an allergic reaction.
3. School nurses or trained school personnel are not responsible for giving missed or late home doses of medication.
4. Absolutely no medication shall be transported by a child to or from school. See number six for exceptions. Medication must be transported by a parent/guardian only and registered with the school nurse or designated school personnel who have completed a medication self-administration curriculum. Prescription medication will be counted in the presence of the parent/guardian, and the parent/guardian's signature will be obtained acknowledging agreement of medication count. For medications that are to be dispensed on a long-term basis, parents/guardians may send up to a 30-day supply. It is the parent/guardian's responsibility to ensure a sufficient supply of medication is housed at the school at all times.
5. Prescription medication will be administered only if the following criteria have been met:
  - a. The appropriate school medication administration forms are completed including doctor's orders with signature, parent/guardian authorization with signature, child's name, the medication name, amount of medication needed, route of administration, and time of administration. The doctor's orders can usually be faxed from the physician's office to the school for your convenience. The school nurse/school personnel will not deviate from the prescribing doctor's orders. The information written on the doctor's order and the prescription bottle must be the same.
  - b. A medication form must be completed and signed for each medication. Additional parent/physician signed forms will be necessary if the medication dosage is changed.
  - c. New medication forms (doctor's orders and parent/guardian authorization) must be completed and signed at the beginning of each school year. Medication forms do not roll over to the next year.

D. Prescription medication must be in the original pharmacy container with the appropriate label intact including the student's name, physician name, name of medication, dosage, time interval, and route. If asked, the pharmacy will provide parents/guardians with an additional empty original container with a label for school purposes free of charge. Medications will not be accepted in household containers, envelopes, or baggies.

6. A student with diabetes or a seizure disorder may keep their medication with them at all times if permission and appropriate documentation has been obtained from the student's parent/guardian, physician, and school nurse. A student with asthma and/or anaphylaxis is entitled to possess and self-administer asthma and/or anaphylaxis medication (asthma inhalers or EpiPens), while on school property, on school-provided transportation, or on a school-related event or activity if the school receives all the appropriate documentation from the parent and physician. Documentation should include the following:

a. Written authorization, signed by the parent, for the student to self-administer prescription asthma and/or anaphylaxis medication while on school property or at a school-related event or activity;

b. A written statement, signed by the parent, in which the parent releases the school district and its employees and agents from liability for an injury arising from the student's self-administration of prescription asthma and/or anaphylaxis medication while on school property or at a school-related event or activity unless in cases of wanton or willful misconduct;

c. A written statement from the student's physician or other licensed health care provider, signed by the physician or provider, that states:

- i. That the student has asthma and/or anaphylaxis and is capable of self-administering the prescription asthma and/or anaphylaxis medication;
- ii. The name and purpose of the medication;
- iii. The prescribed dosage of the medication;
- iv. The times at which or circumstances under which the medication may be administered; and
- v. The period for which the medication is prescribed.
- vi. The physician's statement must be kept on file in the office of the school nurse of the school the student attends or, if there is not a school nurse,

in the office of the principal of the school the student attends.

7. Hattiesburg School District employees/agents of the school will not be responsible for administering medications on field trips or school-sponsored events. If a child goes on a field trip during school hours, he/she will not receive the medication (some exceptions can apply and must be approved 2 weeks in advance by the Principal). The student's parent/guardian may take the medication to the student on the field trip.

8. For safety reasons and for legal purposes, the proper disposal of unused medication is important. It is the responsibility of the parent to obtain all unused medication from the school when it is discontinued, on or before the last day of school, or if the student transfers to another school or district. All remaining medications will be disposed of by the school nurse or delegate.