

GUIDELINES FOR THE SUPERVISION OF MEDICATION DURING SCHOOL HOURS

The School District of the City of Jeannette recognizes that parents/guardians have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given at home, it realizes that the health of some children requires that they receive medication while in school.

When the medication absolutely must be given during school hours, these procedures must be followed:

INDIVIDUAL ORDERS:

Each medication administered during the school day must have a written medication order from a licensed physician on the medication order form. Orders are required for BOTH the prescription and over-the-counter medications, and must be renewed at the beginning of each academic year. Orders should contain the student's name, the route and dosage, the frequency and time for administration, any specific directions, and the date the order should start and be discontinued. **MEDICATION ORDER FORMS CAN BE OBTAINED FROM THE SCHOOL NURSE.**

ALL medication must be delivered to school by a parent/guardian or other responsible adult. The medication **MUST** be in the original pharmacy labeled container or original over-the-counter packaging. Medication in plastic bags or miscellaneous containers will **NOT** be acceptable. Medication will be kept in a locked cabinet.

STANDING ORDERS:

Standing orders are medical directives written by the Jeannette City School Districts school physician. They authorize administration of specific over-the-counter medications as well as those used in emergency situations. Parents/Guardians may sign for their approval of these medications on the **STANDING ORDERS FOR MEDICATION TREATMENT AND STUDENT CARE FORM** (see separate sheet)

ADMINISTRATION OF MEDICATIONS:

All medications taken in school must be done under the direct supervision of the school nurse. Students will be responsible for reporting to the nurse's office at the time the medication is to be taken. Exceptions to this policy are those students that must self-administer their own emergency medications. Proper authorization for these medications is required from the ordering physician.

A medication log or an electronic record will be kept for all students receiving medication during school hours and will be filed in the Student Health Record at the end of each school year.

Any unused medication shall be returned to the student(s) for disposition or discarded at the end of each school year.

SCHOOL DISTRICT OF THE CITY OF JEANNETTE

MEDICATION ORDER

Student Name: _____ Date: _____

School: _____ Grade/Homeroom: _____

In accordance with the school policy, medication should be given at home before and/or after school. However, when this is not possible, prior to receiving the medication at school, each students must provide the school nurse with a **MEDICATION ORDER** form signed by the physician and the student's parent/guardian. All medication must be in the labeled original **prescription** bottle/container from a pharmacy or the original **over-the-counter** bottle/container.

Parent/Guardian Consent:

I give my permission for my child, _____, to receive the following medication ordered by a physician during the school day. I understand that the medication will be given by the school nurse/health professional according to my child's physician's directions.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name Printed: _____ Phone: _____

Physician Medication Order:

Student's Name: _____ Date: _____

Name of Medication: _____

Dosage and Route: _____

Time of Administration: _____ Side Effects: _____

Directions: _____

Discontinuation Date: _____ Allergies: _____

Other Medications Taken: _____

Physician Signature: _____ Phone: _____

Physician Name Printed: _____