

Administering of Medications

For the safety of students, schools must observe specific regulations in administering medications. Written permission is required for all medications, prescription or over-the-counter. Medications must be brought to the clinic and administered under supervision. Medications are dispensed on a “routine” or “as needed” basis, per parent/guardian request. In order to provide this service, parents/guardians need to be aware of the following:

Prescription Medications

Prescription medication must be brought in by the parent/guardian or by an individual who is at least 18 years of age and designated by the parent/guardian. Any exceptions must have prior approval by the school nurse. Medications must be in officially labeled container, (duplicate containers are available at pharmacies, usually at no extra cost.)

Medications must:

- Have a current date
- State the student’s name
- State medication name and strength
- State the amount and time to be given

On School Delay Days

Medication will be given at the first designated prescribed time. It is important to inform the nurse of any changes in the times that medicine should be given to your child on delay days.

On Early Dismissal Days

Unless other arrangements have been made through the clinic, any medication scheduled at 12:00 p.m. or later will not be given.

Over-the-Counter Medications

Medication must be in the original container. If the amount requested to be given exceeds the recommended dosage, a doctor’s note must be provided. Medication must be age appropriate unless otherwise approved by your doctor.

Self-Administration of Medication

If a student must carry emergency medication, an “Authorization for self-carry/administration of medication at school and after school activities” form signed by **parent/guardian** and **physician** must be on file in the clinic. These medications include, but are not limited to, asthma inhaler, bee sting medication and severe allergy medications.

Medication Release

Medication that is possessed by a school for administration during school hours or at school functions for a student in grades K-8 may be released only to the student’s parent/guardian or an individual who is at least 18 years of age AND designated in writing by the student’s parent/guardian to receive the medication.

Controlled Substances

The school nurse will maintain a medication count on all controlled substances. All controlled substances must be counted by the school nurse or designee and witnessed by a parent/guardian or an individual that is at least 18 years of age that has been designated by the student’s parent/guardian each time a medication is supplied to or picked up from school. If the student taking the controlled substance is in grade 9-12 and a signed parental consent is on file with the school, the student may transport the medication to and from the nurse’s office with a note from the parent/guardian stating the number of pills being supplied. Students must bring medication directly to the nurse’s office upon arriving to school and may only pick up the medication at the end of the school day.