

Administration of Medications to Students Guidelines

Prescription Medications:

1. Medication to be given at school **MUST** have an **Administration of Medication Consent Form** completed by a licensed prescriber, at the beginning of each school year or with any changes. Medication authorizations will be valid for the current school year and must be renewed annually. Any change in a medication type, route, dosage, frequency or time requires a new written order. Only the school nurse shall receive a telephone order for any change in medication. *Please note: No medication will be given without the proper physician order and parent consent on file.*
2. In accordance with the standard medical practice, a medication order from a licensed prescriber shall include:
 - a. Name of the student
 - b. Student's date of birth
 - c. Name and signature of the licensed prescriber, and business/emergency telephone number
 - d. Name of the prescription drug
 - e. Route, dosage, frequency, and time of medication administration
 - f. The effective dates
 - g. Diagnosis
 - h. Specific directions for administration in a legible format
3. Additional information shall be obtained from the licensed prescriber, if appropriate:
 - a. Any special side effects, contraindications and adverse reactions to be observed
 - b. Any other medications being taken by the student
 - c. An order to discontinue a prescribed medication
4. Students in K-12 will take medication at a designated time supervised by authorized personnel
5. Students may carry and self administer emergency medication with written approval and signed by the parent and physician

Non- Prescription Medications

1. Non prescription medications **MUST** have an **Administration of Medication Consent Form** completed and signed by the parent/guardian and turned it into the office
2. Substances which are not FDA approved, will require the written instructions and signature of the physician and signature of the parent. Must be provided in the original manufacturer package which lists the ingredients and dosage in legible format.

All medication (both prescription and non prescription) are to be supplied and transported to/from school by the parent/guardian and are to be in the original container with the students name on it. The label on a prescription bottle must include the most up-to-date medication and dosage order. No expired medication will be administered.

All medication must be picked up at the end of the school year by parent or guardian. Remaining medication will be properly disposed of over the summer.

Medication should be administered to students by their parents/guardian at home whenever possible