

MENOMINEE INDIAN SCHOOL DISTRICT

453.4-Rule

GUIDELINES FOR ADMINISTERING MEDICATION TO STUDENTS

Prescribed Medication

1. Medication roster form(s) will be updated daily and kept strictly confidential in accordance with Board policy and procedures. Roster(s) shall include name of medication prescribed, times, dosage given, length of administration and if consent was received.
2. The District nurses or their official designee(s) shall be the only designated personnel to dispense and administer any prescribed medications. The nurse will train the designee(s), have them report to the principal if any questions/concerns in the absence of the nurse, and complete appropriate documentation.
 - a. The medication administration signature form will be completed by all official designee(s) annually.
3. Medication sheets shall contain the name of the medication, dosage, dates and times administered, any unusual side effects or behavior and signature of the nurse.
4. Medication authorization forms will be valid only for the said school year during which the medication was prescribed.
5. All medication authorization forms will include parent/guardian permission along with physician instruction/signature. The forms will be maintained in a master file and kept in the nurse's office.
6. During regular school hours all medications are not allowed to be in the possession of the students, except those authorized to be self-administered. Teachers will notify the nurse when a student comes to school with prescribed medications.
7. All prescribed medications, except those authorized to be self-administered, will be stored in a safe locked cabinet not accessible to other students.

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