

Canton Public Schools School Health Services

Medication Administration in the School Setting

Medication Policy

The Canton Public Schools Medication Policy complies with state guidelines for medication administration and has been put in place to provide for the health and safety of students requiring medication administration during the school day. The following statements highlight the main points of the policy. The entire policy is available for review in each school health office.

The school nurse is responsible for the administration of all medication, as required by Massachusetts General Law, Chapter 94C. She may delegate this task to other trained personnel, who may administer the medication under the direct or indirect supervision of the nurse. When a child needs a medication during the school day, we ask that parents/guardians please act promptly to follow this policy, so that the medicine can be administered as soon as possible.

The medication permission form must be completed in ink and be on file in the Health Office before any medication is administered.

- All medications, prescription or over the counter medications, require a physician's order and completed parental/guardian permission form, or the medication cannot be given.
- All medication orders expire at the end of the school year. Medication orders must be renewed at the beginning of each school year.
- Acetaminophen (Tylenol) may be administered with written parental/guardian permission according to school protocol. All other non-prescription medication (over-the-counter) will be handled the same as prescription medication.
- Whenever possible, medication administration should be scheduled at times other than during school hours.
- All medication must be delivered to the Health Office by the student's parent/guardian, or a designated adult. Students are not permitted to bring medications to school.
- Only a thirty (30) day supply of medication will be accepted at any time.
- All medication must be delivered in a correctly labeled pharmacy, or manufacturer's medication container. (Medications are not accepted in containers such as plastic bags.)
- The pharmacy-labeled container can be used in lieu of a physician's order only in the case of short-term medications, i.e., those medications to be given for ten (10) school days or less. If the school nurse has a question about the medication, she may request a licensed prescriber's order.

- Self-medication can be allowed under certain circumstances, after consultation with the school nurse. Unless authorized in writing by the school nurse, all medications to be self-administered must be kept in the nurse's office.
- If a medication needs to be given during a school sponsored event such as a field trip, the school nurse must be contacted in advance, in order to allow time to make special arrangements, prior to the outing.
- A parent/guardian may retrieve the medicine from the school at any time.
- All medications must be picked up by a parent/guardian, before the close of the school year. Any medications that are not picked up by the close of school will be destroyed.

Medication Administration Forms

Medical Provider Permission to Administer Medication (Completed by the Health Care Provider)

Medication Administration Plan (Completed by the Parent/Guardian)

Permission for Acetaminophen (Completed by the Parent/Guardian for Tylenol)

Emergency Health Care Plan (Completed by the Health Care Provider and the Parent/Guardian for EpiPens)