

TORRANCE UNIFIED SCHOOL DISTRICT HEALTH SERVICES

Procedures for Receiving Medication from Parent/Guardian

In May 2016, the following forms were revised to include a section for school staff and parent/guardians to sign when medication is brought in to the school office or Health Office:

- *Authorization for Medication at School*
- *Physician's Authorization for Management of Anaphylaxis and Epinephrine Auto-injector Administration at School*

It is important that school office staff are aware of these revised forms and the procedure for receiving medication to ensure that they are accounted for and available to the student when needed.

Parents should be encouraged to drop off medication during hours when Health Office staff is on duty, but there are many circumstances where that is not possible. School staff receiving the medication is responsible for the following:

- Verify that the physician's name on the medication matches the physician's name on the form (with the exception of over-the-counter medications like Advil and Tylenol which will not have a prescription label—must be unopened bottle/container)
- Verify that the name of medication is the same on the bottle/container and the form
- Verify that the dosage of prescription medication matches the form
- Count pills/capsule/tablets and record "Quantity Initially received"
 - ❖ Non-Health Office staff may document "parent states quantity as ___pills/capsules/tablets" and Health Office staff will do the actual count at the start of their shift
- Once signatures are completed, provide a copy to the parent for their records if requested
- Medication must be locked in the medication cabinet/cart immediately

TO BE COMPLETED BY SCHOOL STAFF UPON RECEIPT OF MEDICATION:			
▪ Medication received matches physician's order (name, dose form, dosage, unopened for OTC) _____			
▪ Quantity initially received _____			
_____		_____	
Parent/Guardian Signature	Date	Staff Signature	Date

Procedures for Parent/Guardian Pick-up of Unused or Expired Medication

Parents are responsible for picking up unused medication when it is no longer needed at school, when the medication is expired, a student withdraws or transfers, and at the end of the school year. Disposing of unused medication is an expense to the district, whereas families have many options to dispose of medication at no cost. Always have the parent sign when picking up unused medication from the Health Office.

TO BE COMPLETED BY SCHOOL STAFF UPON PICK UP OF UNUSED MEDICATION:			
▪ Quantity picked up _____			
_____		_____	
Parent/Guardian Signature	Date	Staff Signature	Date

Individual schools should work with their Principal and District Nurse to provide additional procedures specific to their campus.