

Guidelines for Administration of Medication at School

The administration of medication during school hours will be limited to those medications prescribed by a licensed health care provider and necessary to maintain a student's health and well-being. The medications administered shall be limited to those required during school hours that are necessary to provide the student access to the educational program, and if not taken could jeopardize the student's health.

According to District 126 Policy for Administration of Medication:

Any student that requires medication during the school day **must** have the following:

- Medication Authorization Form completed by the student's physician and signed by the parent/guardian. A Medication Authorization form is required for non-prescription medications recommended by the physician. This form is available at school or online under health/wellness. **Medication forms must be completed annually.**
- Medication must be brought to the school office by the parent or guardian, in a pharmaceutical container clearly marked with the child's name, name of medication, and pertinent instructions for administration.
- All medications are kept in the nurse's office. Students **are not** allowed to carry medications. This includes cough drops. There are **two exceptions** to this rule: Inhalers used to treat Asthma and Epinephrine auto-injectors (EPI-PENS) may be carried and self-administered by the student after required authorization forms signed by the Doctor and Parent are on file.
- An order from the physician is required if there is a change in the dose of the medication or if the medication is discontinued.

It is the student's responsibility to come to the office at the assigned time for medications.

The following MAY NOT be administered by school personnel **unless** a Medication Authorization Form is filled out by the Doctor and Parent/Guardian:

- Medications for treatment of acute illness (i.e. antibiotics)
- Eye or ear medication
- Ointments
- Non-prescription over the counter medication

This policy does not prevent any parent from coming to school and administering medications to their own child. If a parent is unavailable, the parent may write a note for another adult (NOT school personnel) to give the medication. Parent or designee must sign in at the school office prior to administering the medication.

At the end of the school year or upon transfer, it is the Parent/Guardian's responsibility to pick up any unused medications from the office. If these medications are not picked up by the close of the school year, the medication will be discarded.