

Guidelines for Administration of Medication in School

A student may have an illness that does not prevent his/her attending school but which requires medication for relief or cure. **If possible, such medication should be given by the parents at home. The medicine may be taken at school only if failure to take it could jeopardize the student's health.**

The following rules must be followed:

1. The parent or guardian must provide written permission on the form supplied by the school for the principal or his designee to assist in the administration of each prescribed medication. An explanation of the necessity for the prescribed medication to be provided during the school day must be included.
2. If the physician or dentist orders a nonprescription medication such as aspirin or cough medicine, it will be necessary for the physician or dentist to provide a written note to be brought to the school. The container of nonprescription medication must be labeled with the student's name and directions concerning dosage. **No over-the-counter (nonprescription) medication will be given without a written statement from the physician or dentist.**
3. The medication must be received in school and stored in its original container, labeled with the student's name, name of the drug, directions concerning dosage, time of day to be taken, physician's name, and date of prescription. The parent may ask the pharmacist for an extra labeled container when buying the drug.
4. When medication is not in use, it shall be stored in its original container in a secure fashion under lock and key in a location designated by the principal.
5. The student should be responsible for coming to the clinic at the appropriate time for the medication.
6. School personnel should be informed of any side effects or complications which may result from the medication.