

## GUIDELINES FOR ADMINISTERING MEDICATION TO STUDENTS

The Board understands that there are times when prescription or nonprescription drugs may be used by students for medical reasons. Students are prohibited from carrying prescription or nonprescription drugs on their person/possessions while at school. Therefore, if a student's school attendance is dependent on being allowed to take medication during the school day, the following regulations and responsibilities shall apply:

I. Parent/guardian

- A. Medication (both prescription and non-prescription) may be given only upon written request/permission by parent/legal guardian. A Parent Permission Form For Administration of Medications at School (filed JGCDB-F1) for each medication must be obtained from the school nurse and completed by a parent/legal guardian in the presence of the school nurse before medication will be administered.

The medication (both prescription and non-prescription) must be brought to the school nurse by parent/legal guardian. Prescription medications must be brought in the pharmacy labeled container with student's name, physician's name, current prescription date, name of prescription/name of medication, dosage, strength, time interval, route of administration, and the date of drug's expiration when appropriate. A printout from the pharmacy for each prescription drug re: side effects, special method of administration, storage, etc., should accompany the prescription medication. Nonprescription (over-the-counter) medications must be brought to school by parent/guardian in an original unopened container with any special instructions noted by parent on the Parent Permission Form for Administration of Medication at School. Any special instructions, including unusual reactions or side effects of the medication, must be communicated in writing on the Parent Permission for Administration of Medications at School form (JGCBD-F1).

All medications will be kept in the Health Room and be administered by the school nurse unless doctor's orders specify otherwise. In such case, each situation will be assessed and arrangements made according to physician's orders and school procedure.

- B. The medication will be counted by the parent/guardian bringing medication to school and school nurse together, documented on the Parent Permission Form for Administration of Medications at School, and signed by each. This same process will be followed when a parent/guardian picks up medications from school. A parent/guardian may come to school and administer medication to their child without completing the Parent Permission Form for Administration of Medication at School. Parents coming to school for said purpose must sign in at the school office.