

(continued)

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.

- C. The school nurse will provide supervision and/or direct observation of a student taking medication at school. Appropriate documentation of medication administration will be maintained on proper forms by the school nurse. Completed documentation will be filed in the student's Health Services Record for each year and maintained in secure location in the Health Room.
- D. Medical records to include: 1) Parent Permission Form for administration of Medication at school, 2) Medication Administration Record, 3) all written instructions provided by the physician, and 4) all written medical instructions provided by the parent/guardian, and 5) Student Health Information Sheet (when returned to school by parent/guardian), are to be filed in the student's Health Record file for that school year and maintained in the Health Room in a secure location.
- E. Re: Unused medication at the end of the year:  
Parents/guardians will be notified with a letter by mail of unused medications remaining and a date by which described medications must be picked up from the school nurse by the parent/guardian. If not picked up from the school nurse by parent/guardian by specified date, unused medications will be disposed of according to system procedures.
- F. Medication will be given as specified until parent/guardian requests in writing to discontinue the medication or the supply is exhausted in accordance with prescribed orders.

It shall be the responsibility of the parent/guardian, student, and school staff to abide by the contents of these procedures.

It shall be the responsibility of the principal to ensure that parents/guardians are properly notified of the basic provisions of this policy through presentation in the Student Handbook.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: July 7, 1998; REVISED: Sept. 26, 2002