



PROTOCOL FOR MEDICATION AT SCHOOL

Schools rely on the cooperation of parents/guardians to safely and effectively administer medication to their students at school. If your child needs medication during school hours, it is important to keep in mind the following information:

Parents/guardians are responsible for:

- Supplying all medications
- Transporting medication to and from school
- Completing all required medication authorization forms
- Requirements for all medications: prescription, non-prescription and homeopathic

Before School

1. Ask your pharmacist to divide your child's medication into 2 bottles, each with its label so that one can be kept at home and one can be kept at the school.
2. You may discuss with your child's doctor an alternative schedule for administering medication (for example: outside of school hours).

Getting Medicine to School

1. Parents/guardians must complete the Authorization for Administration of Medication at School form for all medication. The form must be signed by the parent/guardian. Medication cannot be given without the completed form. The Authorization for Administration of Medication at School form can be found on our School web site under Admissions or from the First Aid office and hand it in personally to the School Nurse.
2. Parents/guardians **must bring all medications to the School Nurse's office for the student**. All medications should be transported to the school by an adult and handed to the School Nurse. Do not allow your child to carry his or her medication. (**Remember:** Your child should not carry his or her medication during school hours unless you, the doctor, and the school believes it is necessary for immediate access to emergency medication. Younger children are generally not mature enough to self-carry their medications, but the school should make sure there is immediate access to emergency medications.)
3. All medication must be in the original prescription bottle, container or package in the original labeled container prepared by the pharmacy, doctor, or pharmaceutical company (that means no envelopes, foil, or Ziploc bags). The label should include the following: Child's Name, Name of Medication, Dosage of medication to be given, Frequency of administration, Route of administration, Name of physician ordering medication, Date of prescription and Expiration date.
4. All non-prescription medication must be labeled by the parent. The label should include:
 - Student name
 - Name of medication
 - Exact dosage
 - Date issued
 - Name of the health care provider
 - Time of day to give the medication

5. Directions on the *Authorization for Administration of Medication at School* form must match the directions on the prescription bottle/container.
6. If half doses have been prescribed, the parent/guardian must break medication tablets in half before bringing to the school.
7. **Medication** which is to be given three times a day should be given at home before (**7:40 am**) school, after (**2:50 pm**) school and at bedtime. If for any reason medications must be given during school hours, the nurse may administer the medication between **11:00 am and 1:00 pm**.
8. **Homeopathic medications** will only be accepted if the authorization to administer medication form is signed by a health care provider.
9. **Inhalers:** The Authorization for Administration of Medication at School form needs to be completed for inhalers. If an exception is made allowing the student to carry his / her inhaler, written permission from parent/guardian, health care provider and the School Nurse is required (included on Authorization form).
10. **Insulin:** Parents must need health care provider medication order form to allow their students to take insulin at school.
11. The school is not responsible for documentation of medication use or monitoring of expiration date if carried and self-administered by the student. If a student self-carries medication at school, they still need a health care provider's order on file at the school.
12. The School Nurse is not authorized to determine when an "as needed" medication is to be given. **Specific instructions are necessary** (for example every 4 hours, as needed for headache). For children with chronic health conditions, this can be determined in collaboration with the nurse.
13. School staff involved in medication administration receives special training and work in consultation with a nurse or other health care consultant. If the School Nurse or the trained staff are absent, the Parents or Guardians will be notified so arrangements can be made to allow them to visit the child during school hours and administer the medication.

Note: Parents will be responsible to pick up the unused portion of medications at the end of the school year. Medications left at school will be destroyed on the last day of school.

I CERTIFY THAT I HAVE READ AND UNDERSTOOD THE MEDICATION ADMINISTRATION PROTOCOL.

Parent's Name: _____

Parent's Signature: _____ Date: _____