



GUIDELINES FOR ADMINISTERING MEDICATION TO STUDENTS

The following guidelines incorporate provisions for the safety and protection of the pupil on medication, his/her classmates and the school personnel involved.

1. Pupils requiring medication at school shall be identified by parents to the administrator. The administrator shall assume authority for involving designated school personnel in administration of the medication. This does not prohibit the older and reliable pupil from assuming the responsibility with the approval of parents and physician.
2. Administration of Prescription Medications
 - A. Parents requesting and authorizing the designated school personnel to give medication shall submit a signed statement identifying the type of dosage, side effects and purpose of the medication. This statement shall be reviewed at a minimum of every sixty days by the administrator or designee.
 - B. The physician must have contact initially by written communication with the designated school personnel assigned to dispense or administer the medication.
 - C. The physician or pharmacist shall be requested by the parent to supply a labeled bottle of medication for the school authorities. The label on the bottle shall contain the name and telephone number of the pharmacy, the pupil's identification, name of physician, name of drug, and dosage to be given. Taking the medication shall be supervised by designated school personnel at a time conforming with the indicated schedule. The medication shall be kept in the office or other designated place at school.
3. Administration of Non-Prescription Medications

Policy 453.4 Continued:

- A. Written instructions are required from the parent or guardian for the administration of any drug to a pupil which may be lawfully sold over the counter without a prescription. All medications must be in their original containers and parent's instruction may not exceed manufacturer's recommended dosages. These requests must be reviewed at a minimum of every sixty days.
4. It is important that an accurate and confidential system of recording keeping be established for each pupil receiving prescription or non-prescription medications.
- A. It is advisable to have in the principal's office and health room a list of pupils taking medication during school hours, including the type of medication, the dosage, the side effects, and the time to be given. This list should be reviewed periodically.
 - B. The classroom teacher and school personnel may be asked to record unusual behavior of the pupil on medication.
5. School personnel, under no circumstances, shall provide aspirin or any other medicine to students without meeting the criteria in numbers 1 to 4 above.

Adopted: April 1987

Revised: June 2001