

RECOMMENDATIONS FOR DISTRIBUTION OF MEDICATION TO STUDENTS

Medication should be given at home when possible. This is the procedure to follow if school personnel is giving medications:

1) School personnel may keep a child's medication in a safe place and call the child to take the medication at the proper time providing there is a signed, notarized authorization to give medication form (see sample form) from the parent. The forms should be completed before any person administers medication to a student. The information given on the sample form includes (1) name of child, (2) name, address, and phone number of physician, (3) type of medicine, (4) dosage, (5) time of day for dosage, (6) reason medication is to be given, (7) possible reactions or side effects of medicine, (8) release from liability and (9) parent's telephone at home, work, and emergency. Students should be supervised while taking any medication. The person supervising the administration of medication must keep a written record. Self medication, when appropriate, requires parental and physician or health care provider approval. Additionally, the school should have on file a written statement from the physician stating methods and times to administer the drug. All medication should be sent to school in its original container with the prescription label attached, which includes the physician's directions for dispensing the medication.

Prescription Medications should be accepted on an individual basis and administered only as prescribed on the physician's or dentist's written authorization. The original prescription or refill must be provided by the parent and include the student's name, date, medication dosage, strength, and directions for use which includes frequency, duration, and route of administration, prescribing physician, and pharmacy name and address.

Non-prescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent or legal guardian provided a completed authorization to give medication form is on file. Prolonged use of non-prescription medication should be discouraged. Physician or health care provider approval is highly recommended for use of non-prescription medication. The medication should be in the original container.

Emergency Medication must be administered as per written protocol approved and signed by a physician or health officer and parent.

Individual protocols are needed to address those students with a history of systemic reaction to known allergens. Schools should develop emergency plans of action to address allergic reactions occurring in students with no previous history of anaphylaxis.

Storage of Medication All medications must be stored in a secure, locked, clean container or cabinet accessible only to the responsible authorized school personnel.

Documentation of Administration All medication given must be documented on a medication log. Records must contain legal signature of person(s) administering medication and kept on file in the student's cumulative folder. Documentation should be complete reflecting beginning and ending dates, and rotations of missed doses and absences. Medication recording sheets should be filed in student's cumulative folder when completed or medication changed or discontinued.

Note: Because of the danger of Reye's Syndrome (see attached information) check with a physician for over-the-counter pain medication that does not contain aspirin. Give only with signed parental consent.

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