

# PROCEDURE REGARDING THE ADMINISTRATION OF MEDICATION IN SCHOOL

For the safety of the students, it is recommended that medication be given at home whenever possible. For example; medication prescribed three times a day can be given before school, after school and at bedtime. If medication must be given during school hours, we want you to be aware of the following medication procedure:

1. School personnel can only give medication **with the written order of a physician or other licensed prescriber and the written consent of a parent.** School staff will not administer homeopathic or non-traditional medicines, including herbal remedies and dietary supplements. All medications administered by school staff must be FDA approved and listed in the Physician's Desk Reference (PDR).
2. Prescription medication must be brought to school in a container labeled by the pharmacy. **Ask the pharmacist to put the medication in two containers, one for school and one for home.** Mixed dosages in a single container will **not** be accepted for administration at school.

**The following information must be on the label:**

- a. Child's full name
  - b. Name and dosage of medication
  - c. Time and directions for administration
  - d. Physician's name
  - e. Current date
3. Medications should be brought to school by a parent or responsible adult. If there is medication remaining after treatment or at the end of the school year, please make arrangements for it to be picked up within seven days of the last day of school. If parents fail to pick up medication within seven days, all remaining medication will be destroyed. Parents must notify the school in writing when a medication is discontinued.
  4. A new medication consent form is required:
    - a. When the dosage or time of administration is changed
    - b. At the beginning of each school year
    - c. If discontinued medication is restarted.
  5. The school nurse shall designate appropriate storage for medication following district procedures.
  6. Students in grades 7-12 may self-carry non-prescription pain relievers, such as Advil or Tylenol, that do not contain ephedrine or pseudoephedrine products. **The parent/guardian of the student will submit a signed Authorization for Administration of Over-The-Counter Medication at School form for each school year.** Over-the-counter medication must be in the original container with the manufacturer's label clearly indicating dosage, instructions and ingredients. Over the counter medication will not be provided by the school.
  7. Students, who have prescribed asthma medication and/or a non-syringe epinephrine injector for a life-threatening allergy, may self-carry their medication if they have written consent from parent/guardian and health care provider and are monitored by the school nurse.

Thank you for your cooperation,

**SWMetro School Nurse**