

MEDICATION GUIDELINES

A. Administration of Prescription and Non-Prescription Medication

1. Whenever possible, medication schedules should be arranged so all medication is given at home.
2. Medication must be delivered to the school by the parent/guardian in the original container and the Medication Administration Authorization form must be signed by the parent/guardian and health care provider (Medical Doctor, Physician Assistant, or Advanced Practice Registered Nurse).
3. Medication Administration Authorization forms must be completed and signed by parent or guardian and health care provider for **each medication** given and each time **any changes** occurs.
4. The medication label must indicate the student's name, medication name, health care provider's name, dosage, time to administer, and expiration date.
5. If the medication requires special equipment for administration, the parent must supply the necessary item.
6. All medications to be administered by school personnel shall be **received, counted and stored** in original containers. When a medication dose is given to a student, it **must be recorded**. If dosage is not recorded, it will be assumed that the student did not receive the required dose.
7. When the medication is not in use, it shall be stored in its original container in a secure fashion **under lock and key** in a location designated by the principal.
8. Medication that is not picked up at the end of the school year by the parent or guardian will be **destroyed**.

B. Self-Carry Medication

1. Once a Medication Administration Authorization form is completed by the parent, student and health care provider indicating the need for the student to self-carry a medication is on file at the school, the student may carry the following medications: rescue inhaler, anaphylaxis supplies, diabetic supplies, and pancreatic enzymes.
2. School staff is not responsible for monitoring the administration of self-carry medication.
3. It is the parent or guardian's responsibility to ensure that the student has their medication during the school day and that the medication is properly labeled and not expired.