



## **Protocol for Medication at School**

- A. Schools rely on the cooperation of parents / guardians to safely and effectively administer medication to their students at school.
1. 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
  2. Parents / guardians must complete the Authorization for Administration of Medication at School form for **each** medication. The form must be signed by the licensed health care provider (LHCP) and parent / guardian. Medication cannot be given without the completed form. The Authorization for Administration of Medication at School form can be found under the **Parent Resources - Health tab** on our School web site or from the school office.
  3. Parents / guardians must bring all medications to the school office for the student. Students can't bring medication to school. Medication can't be transported on school district buses.
  4. All medication must be in the original prescription bottle, container or package.
  5. All **non-prescription** medication must be labeled by the parent. The label should include:
    - Student name
    - Date issued
    - Name of medication
    - Name of health care provider
    - Exact dosage
    - Time of day medication is to be given
  6. Directions on the Authorization for Administration of Medication at School form must match the directions on the prescription bottle/container.
- B. If half doses have been prescribed, the parent/guardian must break medication tablets in half before bringing to the school.
- C. Medication which is to be given three times a day should be given at home before school, after school and at bedtime.
- D. Homeopathic medications will only be accepted if the authorization to administer medication form is signed by a health care provider.

- E. **Inhalers:** The Authorization for Administration of Medication at School form to be completed for inhalers. If an exception is made allowing the student to carry his / her own inhaler, written permission from parent / guardian, health care provider and school nurse is required (included on Authorization form).
- F. **Insulin:** Parents must complete the diabetes health care provider medication order form (found on the school web site under **Parent Resources - Health tab** or available from the school office) to allow their students to take insulin at school.
- G. Administration of medication at school: Unless permission from the school nurse is received, oral medications are given between 11 a.m. and 1 p.m. 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.

**Note:** Parents will be notified one time at the end of the school year to pick up the unused portion of medications. Medications left at school will be destroyed on the last day of school, according to district policy.