

Medication Policy

Administration of Medication-Board Policy 8220, Administrative Regulation 8220R

Administering Prescription Medication

When it is necessary for medication to be taken at school the following procedures will apply:

1. **Written authorization must be provided by parent/guardian** and the student's physician for any medication to be administered at school. Medication must be in the **original container** with proper directions for administering the medication to the Counseling office. Information regarding adverse reactions is also requested. New written instructions from the physician and parent must accompany any change in medication or dosage. The school may request additional information about adverse reactions as deemed appropriate.
2. The medications, including refills, must be carried/kept in its original container at all times including when being transported off-site (i.e. field trips).
3. The administration of all authorized medication will be witnessed by an adult in addition to the adult administering the medication except in the case of emergency. Any errors made in the administering of medication shall be reported to the principal, entered on a written report and parent/guardian will be notified by the principal.
4. Only oral medications, i.e., inhalers, ear drops, and eye drops, will be administered. The exceptions are in emergency situations and through the special education IEPC process.
5. All medication is to be sent to the Counseling Office and will be maintained in the school setting in a locked location, including medications requiring refrigeration. (Inhalers are exceptions with proper medical notes)
6. In addition to the above mentioned procedures, students needing medication during a field trip activity must have the medication in an original container, containing the required dosage(s) along with a parent note indicating the time and amount to be administered.
7. Any medication left over at the end of the school year must be picked up by a parent/guardian within one week from the final day of school, or the school will appropriately dispose of the medication and record this disposal on the medication log. Students may only transport empty containers.

Administering Non-Prescription Medication

The procedures for the administration of non-prescription medication to students are identical to those of prescription medication, with the exception that a parent/guardian may provide written instructions (given they have confirmed the appropriateness of the medication and instructions with a doctor).

Administration/Possession of Medication by Students

A student may possess and administer medication in school under certain circumstances. The parent/guardian, doctor, and principal shall determine the competence of the student to possess and administer medication at school.

1. Parent/guardian will provide written authorization that includes the student's name, type of medication, dosage and frequency of administration.
2. Medication must be in its original labeled container.
3. In the event of misuse by a student the principal may discontinue a student's right to possess and administer. In such cases, parents will be notified and alternative arrangements will be made.
4. Students requiring inhalers or other medical emergency medication (i.e. Epi pens) will follow procedures outlined above.