

SCHOOL MEDICATION PROCEDURE

1. Pupils requiring medication at school shall be identified by parents to the school nurse. The school nurse in turn, shall assume authority for involving designated school personnel in administration of the medication.
2. This does not prohibit an older reliable pupil from assuming the responsibility himself/herself with the approval of parents and physician.
3. After identification of the pupil, the school nurse, or properly appointed representative for the school, shall make a parental contact to identify the type, dosage, and purpose of said medication.
4. Statements shall be required of:
 - a. Parents, who request and authorize the designated school personnel to give medication in the dosage prescribed, and who shall have form 453.3 Exhibit 1 completed by a physician and shall sign the same permission form. Temporary permission may be granted upon verbal request from a parent providing doctor's request, in writing, follows along with written consent from parents.
5. If additional knowledge is needed by the school authorities to exercise prudent judgment for the safety and protection of the pupil on medication, permission should be obtained from the parents to contact the physician directly.
6. The physician or pharmacist shall be requested by the parents to supply a properly labeled bottle of medication for the school authorities.
7. The prescribed medication shall be kept in a locked cubicle or other safe place at school. The label on the bottle shall contain the name and telephone number of the pharmacy, the pupil's identification, name of the physician, name of the drug, time and dosage to be given.
8. Taking the medication shall be supervised by the school nurse or other designated school personnel at a time conforming with the indicated schedule.

9. It is important that an accurate and confidential system of record keeping be established for each pupil receiving medication. (Use form 453.3 Exhibit 2.)
 - a. It is advisable to have in the Principal's or school nurse's office a list of pupils needing medication during school hours including the type of medication, the dose, and, the time to be given. This list should be reviewed periodically.
 - b. The classroom teacher and school personnel may be asked to record unusual behavior of the pupil on medication.
 - c. An individual record for each pupil receiving medication shall be kept.
10. School personnel should under no circumstances provide aspirin or any other medicine to student without meeting the criteria in 1 through 8 above.
11. Diagnosis and treatment of illness and the prescribing of drugs are never responsibilities of a school and are not to be practiced by any school personnel.

Approved: January 9, 1985

