

Medication at School

Procedures and appropriate use of prescription and non-prescription medicine...

Administering medication at school

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 to complete the Authorization to Administer Medication form and have it on file at the school.

Parent/guardian responsibilities

Schools rely on the cooperation of parents/guardians to safely and effectively administer medication to their students at school. Parents/guardians are responsible for:

- supplying all medications (schools do not supply medications for students)
- transporting medication to and from school
- completing all required medication authorization forms

Requirements for all medications: prescription, non-prescription and homeopathic

- Parents/guardians must complete the Authorization to Administer Medication form for each medication. The form must be signed by the health care provider and parent/guardian. Medication cannot be given without the completed form.
- Parents/guardians must bring all medications to the school office for the student. Students cannot bring medication to school. Medication cannot be transported on school district buses.
- All medication must be in the original prescription bottle, container or package.
- 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
- Directions on the Authorization to Administer Medication form must match the directions on the prescription bottle/container.
- If half doses have been prescribed, the parent/guardian must break medication tablets in half before bringing to the school.
- Medication which is to be given three times a day should be given at home before school, after school and at bedtime.
- Homeopathic medications will only be accepted if the Authorization to Administer Medication form is signed by a health care provider.

Inhalers

- The Authorization to Administer Medication form needs 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.

Insulin

- Parents must complete the diabetes health care provider medication order form to allow their students to take insulin at school.

Note: Medication left at school will be destroyed the last day of school, according to district policy.