



ADMINISTRATION OF PRESCRIBED MEDICATION - PROCEDURES

Preferably, parents/guardians should make arrangements with their physician to have prescribed medications administered outside of school hours. When it becomes necessary for a student to take any prescribed medication during school hours, it shall be in accordance with the following procedures:

- (A) Authorization for the Administration of Prescribed Medication to Students (JLCD-E1) shall be completed by the parent/guardian.
- (B) The first dosage of new medication shall not be administered at school. It is the parent's/guardian's responsibility to ensure the first dose has been well tolerated prior to coming to school and no adverse reactions have occurred. An exception to this procedure occurs under the following conditions:
 - a. the medication is prescribed by a physician for an emergency situation, and
 - b. the medication and procedure for administration is articulated in the student's health care plan.
- (C) Medications must be delivered to the school by the parent/guardian or designated adult in the original pharmacy labeled container which identifies clearly the:
 - a. name of the student;
 - b. name of the prescribing physician;
 - c. name of the pharmacy;
 - d. dosage;
 - e. frequency and method of administration;
 - f. name of the medication;
 - g. date the prescription was filled.
 - h. expiration date

The label must be on the container itself, such as medication bottle, tube, inhaler, and not merely on the package. If requested, pharmacies will provide two original pharmacy- labeled containers. One container may be used exclusively in the school setting. It is recommended that this container be a blister pack dispenser.

- (D) Medication shall be sent to the school in the proper dosage. If pills are to be taken in a dosage that is less than one pill, they must be cut to the appropriate size before being delivered to the school. Liquid medication shall be brought to school accompanied by a measuring device that shall provide the exact dosage.



- (E) A one-month supply of medication should be provided to the school when medication is to be given over an extended period of time.
- (F) The Administration of Prescribed Medication Record shall be completed by the identified staff or alternate who shall be responsible for administering the medication to the student.

Parent/Guardian Responsibilities

Parents/guardians are to make every effort to make arrangements with the student's physician to have medication taken at home. When this is not possible, parents/guardians are responsible for:

- (A) completing the Authorization for the Administration of Prescribed Medication to Students form
- (B) confirming that the first dose was administered and was well tolerated before coming to school;
- (C) notifying the school in writing of any changes in dosage or time of administration of medication;
- (D) ensuring that their child has received the necessary information and training if he/she is to be responsible for the administration and/or storage of his/her own medication;
- (E) ensuring that an adequate supply of medication in the proper dosage is at the school or is brought to school each day and that it is replaced prior to expiry dates; where the child is responsible to carry the medication on his/her person, that the child has been supplied with the medication;
- (F) ensuring that their child has been made aware of his/her responsibility to report at the designated time and location in order for his/her medication to be administered;
- (G) picking up unused medication at the end of the school year.

Forms:

- Authorization for the Administration of Prescribed Medication to Students

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- Administration of Prescribed Medication Record