

## ADMINISTERING MEDICATION TO STUDENTS

Medication required by a student shall generally not be administered at school. Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered. This policy refers to both prescription and non-prescription drugs.

- I. **All medications, including non-prescription drugs, dispensed in the school shall be prescribed by an Illinois licensed medical professional.** Students who are recovering from a temporary illness or students on long term medication who require medication during the school day may bring medication to school following these guidelines:

- A. **A written order for prescription and non-prescription medications must be obtained from the student's licensed prescriber. The order shall include the following:**

**Child's name**

**Date of Birth**

**Name of Medication**

- dosage
- route of administration
- time of administration

**Diagnosis requiring medication**

**Intended effect of the medication**

**Estimated duration of drug therapy**

**Other medications the child is receiving**

**Licensed prescriber's name and signature**

**Licensed prescriber's phone number**

**Date of order**

- B. **Medication must be brought to the school in the original package or appropriately labeled container.**

- 1) **Prescription drugs shall display:**

- Child's name
- Prescription number
- Medication name
- Medication dosage
- Administration route and/or other direction
- Date and refill
- Licensed prescriber's name
- Pharmacy name, address, and phone number
- Name or initials of pharmacist

- 2) **Non-prescription (Over the Counter) drugs shall be brought to school and stored with the manufacturer's original label indicating the ingredients and the student's name affixed to the container.**

- C. In addition to the licensed prescriber's order, a written request shall be obtained from the parent/guardian requesting the medication be given during school hours. The request must include the parent/guardian's name and phone number in case of an emergency. It is the parent/guardian's responsibility to assure that the licensed prescriber order, written request, and medication are brought to the school.
- D. All medications are to be stored in the Student Health Services Office: Medications will be stored in a separate locked drawer or cabinet. Medications requiring refrigeration will be refrigerated in a secure area.
- E. The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent/guardian does not pick up the medication by the end of the school year, the school nurse will discard the medication in the presence of a witness.
- F. Medication orders must be renewed annually. Changes in medication will be made only upon written order of a licensed prescriber and a written request from the parent/guardian.

## II. School Medication Authorization

No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is filed. This form shall be completed by the child's parent/guardian and a licensed prescriber and shall be on file in the Student Health Services Office. This form shall be filed prior to dispensation of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage.

## III. Administration by School Personnel

- A. All student medication shall be left with the school nurse during the school day.  
If there is no school nurse in the building, then the medication shall be left with the person designated by the Superintendent.
- B. Each dose of medication shall be documented in the student's individual health record. Documentation shall include the date, time, dosage, route, and the signature of the person administering the medication or supervising the student in self-administration. In the event a dosage is not administered as ordered, the reasons therefore shall be entered in the record.

- C. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

#### IV. Administration by Student

- A. A student may self-administer medication once the Parent Authorization for Self Administration of Medication and the Physician Authorization for Medication Administration forms have been completed and are on file in the Student Health Services Office. The medication shall be stored for the student unless other arrangements have been approved by the District in advance.
- B. A record shall be kept of all medication stored, specifying the name of the student, name of medication, the time of use, and dosage.

#### V. Field Trips

No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication while on a field trip/tour unless the Parent Authorization for Self Administration of Medication and the Physician Authorization for Medication Administration are on file.

Adopted: April 14, 1998