

Rules for Administration of Medication in the Schools

1. All prescription medication needs to be in the original package with the name, dose and directions for use on the label.
2. All prescription medication must have a physician's order on file at school. The order can either be provided in prescription format provided from the clinic or on the "Medication Administration Authorization Form" available from school nurse or on school website. The physician's order must contain the name of the medication, dosage, times to be administered and length of time to be given, and reason for giving. A new form is required for each new school year and if directions change.
3. All prescription medication requires Parent/Guardian authorization to administer at school. The signature must be on the "Medication Authorization Form" available from the school nurse or the school web-site.
4. If a medication must be cut in half, the medication needs to be provided to the school already cut.
5. All "Over-The-Counter" medication like Tylenol-must be provided to school in the bottle from the manufacturer. The parent/guardian must give written permission to administer all "Over-The-Counter" medication by signing the "Over-The-Counter Medication Authorization" form. This form is available from the nurse or on the school website. Dosing must be within the limits of the manufacturer directions. Higher dosing requires MD written order. A new form is required for each school year.
6. All "Over-The-Counter medication administered in school must be FDA approved for children. Medications not approved by the FDA for children require a physician's order in order to be administered, in addition to the Parent/Guardian consent.
7. Students are not allowed to keep any prescription or over-the counter medications on them.
8. Students may carry rescue inhalers/Epi-Pens on their person with parent/guardian permission and with permission from school nurse based on student's knowledge and skills to safely use and possess an asthma inhaler/Epi-Pen in the school setting.
9. The school has the right to refuse to give any medication that does not follow the above rules. The school nurse is on-site 8am-3pm on school days. If any staff trained in medication administration is uncomfortable administering medication, the school has the right to refuse to give the medication. The parent will be notified if a medication is not given and the reason.
10. When the use of a medication has ceased or is no longer needed by the student, it is the parent/guardian's responsibility to retrieve the medication from school. Or parent/guardian may give instructions to nurse as to how to send the medication home. Any medication remaining after the last day of school will be destroyed by the nurse.

For questions contact the health office @ 218-372-3131 x 103

