

**RIDGEVIEW C.U.S.D. #19**  
**MEDICATION POLICY 7:270**

Administering Medicines to Students

Teachers and other non-administrative employees, except school nurses, shall not be required to administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the District's procedures for student self-administration of medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

**ADMINISTRATIVE PROCEDURES 7:270 E-2**

**Procedures for self-administration of over-the-counter medication**

meaning medication that may be obtained without a prescription, from a licensed prescriber (Tylenol, etc. defined in this document.)

1. All medication will be turned into the school office, with the exception of cough drops, with the completed medication authorization form.
2. Cough drops may be self-administered by the student with a written permission slip from the parent(s)/guardian(s) handed into the student's teacher.
3. Over-the-counter medications needed for relief of temporary illness may be administered by the student with parental/guardian consent and the school medication authorization form completed and signed by a licensed prescriber and parent(s)/guardian(s) and on file with the school principal or school nurse.
4. The medication shall be stored in a locked cabinet.
5. The medication shall be brought to school in the manufacturer's original container labeled with the ingredients listed and the student's name affixed to the container.
6. Each dose of medication a student self-administration will be documented and placed in the student's health record. Documentation shall include date, time, dosage, route, student's name and reason for request, and signature of person supervising the student's self-administration.
7. The parent(s).guardian(s) will be responsible for removing any unused over-the-counter medication from the school prescribed for their child at the end of the treatment regime. If the medication is not picked up by the end of the school year, the school nurse will dispose of it in the presence of a school designated witness and document that medication was discarded. This documentation will be on the medication record.
8. This process of self-administration of over-the-counter medication will be completed annually by the student's parent(s)/guardian(s) and the licensed prescriber.

9. Parent(s)/guardian(s) may administer over-the-counter medications to their child during school hours for relief of a temporary illness.
10. If the above guidelines are not followed the student will not be allowed to self-administer over-the-counter medication.
11. If the student is found with medication in their possession without written permission of parent(s)/guardian(s) and licensed prescriber as stated above the student shall be subject to disciplinary measures including suspension and/or expulsion.
12. If the student is found distributing medication to other students the student shall be subject to suspension and/or expulsion . (This includes cough drops, prescribed and over-the-counter medications).

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Parental consent for self-administration.

I give my consent for my child \_\_\_\_\_ to self-administer  
cough drops for 3 days beginning \_\_\_\_\_.

Student name \_\_\_\_\_ Grade \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_