

# STAUNTON COMMUNITY UNIT SCHOOL DISTRICT NO. 6

801 North Deneen St. · Staunton, IL 62088  
(618) 635-2962 · Fax (618) 635-2994 · [www.stauntonschoools.org](http://www.stauntonschoools.org)

---

*Staunton Community Unit School District #6 Expects Everyone's Best*  
*\*LEAD \*CHALLENGE \*ACHIEVE*

## Medication Policy and Procedures:

When absolutely necessary, students may require medication during school hours. Staunton CUSD#6 has a policy and procedure in place to ensure safety of all students. If your child needs to take medication at school, please contact the school nurse at (618) 635 – 2962 x 253. Medication order forms that must be completed and turned in BEFORE a student receives medication. In accordance to School Board policy 7:720, **Physician orders are required for all medicine administered at school, including over-the-counter(OTC) medicines such as Tylenol and Ibuprofen.** Parents/guardians are responsible for obtaining the physician's order and returning it and the medication to school.

- The medicine must be brought to school in the original bottle/container(OTC) or with a pharmacy label (for prescription medications). Students should not transport their own medication, for safety reasons a parent/guardian should perform this task.
- All medication(s) are to be stored in a locked cabinet. A refrigerator is available if required.
- At the end of the year, it is the parent/guardian's responsibility for removing the unused medication from the school. If the parent/guardian does not pick up the medication, the school nurse will properly dispose of the medication.
- New medication forms must be filled out each school year.
- Students are not allowed to carry any medication on them at any time. The only exceptions to this are inhalers, epi-pens, and diabetes supplies/medications. There are special forms for students to carry these medications. These forms are available from the school nurse. A physician's signature is not required for students carrying and administering their own asthma inhalers, although an Asthma Action Plan should be on file. For all students with a diagnosis of asthma, a new Asthma Action Plan should be completed by the physician and turned in each school year.
- Schools are required to follow Illinois licensing laws as well as Illinois School Code when administering medicine for the safety of your child and others.
- See Staunton CUSD #6 handbook (page 35) for additional policy information under Administering Medicines to Students (School Board Policy 7:270)
  - According to School Board policy 7:270, Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication. No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s).

**CYNTHIA M. TOLBERT**

*Superintendent*

(618) 635-2962

Fax (618) 635-2994

[ctolbert@stauntonschoools.org](mailto:ctolbert@stauntonschoools.org)

**NANCY M. WERDEN**

*Elementary Principal*

(618) 635-3831

Fax (618) 635-4637

[nwerden@stauntonschoools.org](mailto:nwerden@stauntonschoools.org)

**RYAN M. MCGOWEN**

*Junior High Principal*

(618) 635-3831

Fax (618) 635-4637

[rmcgowen@stauntonschoools.org](mailto:rmcgowen@stauntonschoools.org)

**BRETT T. ALLEN**

*High School Principal*

(618) 635-3838

Fax (618) 635-2834

[ballen@stauntonschoools.org](mailto:ballen@stauntonschoools.org)