

## Permission for School Administration of Medication

**Important Information:** Please read this prior to completing the "Permission for School Administration of Medication" form.

### Important Information About Medications in School Settings

1. When possible, medications should be given at home by the parent/guardian.
2. Medications are given within 30 minutes before or after the ordered time as designated by the student's health care provider. In the event of a delayed start to the school day, any morning medications given at school will need to be given at home as the school nurse will not be able to administer. This applies to early release as well.
3. Initial doses of a medication that a child has never taken before should not be given at school.
4. A written prescription is **REQUIRED** for Prescription, Herbal, Homeopathic, or OTC Medications with dosage outside of manufacturer's recommendations to be given in South Carolina's school settings. The "Permission for School Administration of Medication" form, when signed by an authorized prescriber, may serve as the written prescription.
5. Any medication that the nurse has received a healthcare provider's order, is to be treated as a prescription medication and must have a pharmacy label on the bottle in order to administer.
6. A parent's/legal guardian's authorization/signature is also required.
7. A separate form must be completed for each medication.
8. Space for medication storage in school settings is limited; therefore, to the extent possible medication quantities to be stored at school should be limited.
  - a. Controlled substances must be limited to no more than a 31-day supply.
  - b. If it is necessary to store an over-the-counter medication at school, small unopened containers of the medication should be purchased and provided to the school.
9. Prescriptions, if needed, for over-the-counter medications:
  - a. should be for specific conditions that a child is known to experience (e.g. menstrual cramps, headache not due to injury),
  - b. should be a medication that the prescribing health care practitioner has deemed appropriate based on the child's medical history, and
  - c. the substitution permitted box must be checked by the authorized prescriber if generic medication is to be administered.
10. Prescriptions must be renewed, at a minimum, at the beginning of each school year.
11. Schools may decline to administer certain medications if deemed inappropriate for a school setting. In that event, the parent and the health care practitioner will be notified.
12. Medications that make students drowsy and unable to participate in educational activities may not be appropriate for school administration.
13. For over-the-counter medication use, a school nurse may use her/his clinical judgment with regards to whether it is best to administer the over-the-counter medication or provide non-medicinal interventions.
14. A responsible adult should deliver the medicine and the permission form to the school. The medicine must be in the original container with the pharmacy label or in the case of over-the-counter medications, the bottle must be unopened with the manufacturer's label intact.
15. After school programs operated by third parties (e.g. the Boys and Girls Club) will not have access to medications provided to the school under the "Permission for School Administration of Medication" form. All necessary medications, including emergency medication (e.g. epi-pens, inhalers, etc.) must be provided separately to the after school program operator.