



## Adair-Casey/Guthrie Center Schools

AC/GC High School  
906 School Street  
Guthrie Center, IA 50115

AC/GC JH & A-C Elem  
3384 Indigo Ave.  
Adair, IA 50002

GC Elementary  
900 N 4th St  
Guthrie Center, IA 50115

Josh Rasmussen - Superintendent  
Ethan Lensch - HS Principal      Ed Den Beste - JH & A-C Elem Principal      Diane Flanery - GC Elem Principal  
Karla Mahaffey - Curriculum Director      Taylor Morris - Activities Director

### Request to give Medications at School

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

Time(s) to be given: \_\_\_\_\_

Method of administration (oral, eyes, nasal, etc): \_\_\_\_\_

Reason for medication: \_\_\_\_\_

Possible anticipated reaction to medication and other significant information: \_\_\_\_\_

Student is knowledgeable about this medication and how to administer it. Yes \_\_\_\_\_ No \_\_\_\_\_ Doctor  
prescribing medication: \_\_\_\_\_ Office Phone: \_\_\_\_\_

The prescription medication will be furnished by the parent or guardian **with the label from the pharmacist intact including the name and strength of the medicine on the bottle/tube/container.**

Over the counter medication will be furnished by the parent or guardian **in the original container with the directions and dosage on the bottle/tube/container.**

*This request must be signed by the parent or guardian to authorize the giving of medication during school hours.*

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

# MEDICATION ADMINISTRATION GUIDELINES

## Adair-Casey Community Schools

All medications should be taken before or after school hours whenever possible. However, it is understood that certain medications may be required during the school day. Iowa State Law along with A-C Elementary and AC/GC Junior High allow medications to be administered at school only when the following specific guidelines are met.

Medicine prescribed 3 times a day should be given at home; before, after school and at bedtime. Herbal remedies, essential oils and supplements will not be administered by school staff.

### PRESCRIPTION MEDICATION:

1. Parent written permission is required each year. Parent instructions cannot conflict with the prescriber's orders.
2. Medication must be in the most current pharmacy-labeled container.
3. A prescription order is required. A current pharmacy-labeled container can serve as the written prescriber's order.
4. Parents must ask the pharmacist to prepare 2 labeled containers, marking one for "SCHOOL USE" so you have proper containers both at home and school. Pharmacy will prepare a new bottle each time the medication is refilled with a current prescription.
5. Inhalers must have the prescription label directly on the inhaler as well as the box. Parents should request this from the pharmacy.
6. Empty bottles of prescription medication will not automatically be sent home with student unless under specific circumstances arranged/ approved by nurse or school staff.

### OVER THE COUNTER/NON-PRESCRIPTION MEDICATIONS:

1. Parent written permission is required each year. Parent instructions cannot conflict with label instructions.
2. Over-the-counter medication can only be administered if the label instructions correspond with the student's age, weight and medication indications.
3. Must be in the unopened, ORIGINAL CONTAINER/ BOX, labeled with the student's name.
4. School nurse may refuse to administer over-the-counter medication if it is felt that it may be detrimental to the student.

### TRANSPORTING AND CARRYING MEDICATION:

1. To ensure the safety of all students, we request that a parent/guardian deliver all medications to the school office. In the event that a medication must be sent to school with a student, the parent should notify the school office that medication is being brought that day so the medication can be accounted for.
2. No medication is to be kept by students in their lockers, desks, or on them personally. Medications are to be kept in the school's designated area.
3. Students who must carry inhalers, insulin or other emergency medications (epi-pen) throughout the school day are required to:
  - A. have written permission to carry the medication from a parent
  - B. signature from physician certifying the student is capable of self-administration
  - C. demonstrate to the school nurse correct use of medication and for knowledge of indication of use
4. Parent/Guardian must pick up remaining medication at the end of the school year or as necessary when a medication is discontinued/changed.
5. Medications will be transported for field trips according to State of Iowa recommendations.

Please contact your child's school nurse if you have any questions.