

SCHOOL MEDICATION GUIDELINES

The district will limit the medication it will dispense to that where failure to take prescribed medication could jeopardize the student's health and/or education and where it is not possible for a parent to administer the medication and the medication cannot be prescribed in doses scheduled for before and after school hours.

Parent help and consideration is essential for the safety of children who must receive medication while at school. The following guidelines summarize the policy and procedures set forth by Unit #7 Schools regarding medication administration.

- All medications, including non-prescription drugs, given at school shall be prescribed by a licensed prescriber. A School Medication Authorization Form **must** be carefully completed each school year. **BOTH THE PARENT AND THE LICENSED PRESCRIBER MUST SIGN THE FORM.** Forms are available at the school office.
- A separate form is required for each medication.
- Students are not allowed to carry any medication on their person. Asthma inhalers can be carried by the student only after the appropriate paperwork is completed.
- Any change in medication dosage or administration shall have written authorization from the prescriber.
- Prescription medication must be sent in the original container labeled by the pharmacy showing: student's name, prescription number, medication name and dosage, route, date and refill, licensed prescriber's name, pharmacy name, address and phone number, name or initials of pharmacist.
- Non-prescription medication must be in the original container with the student's name affixed to the container. A medication authorization form must be completed by parent and physician.
- No medication will be given at school unless the above guidelines are met.
- All medication is to be taken to the school office at the beginning of the school day where it will be kept in a locked place.
- Please talk to your physician about scheduling medication to avoid school hours whenever possible. Prescription medications which are to be taken 3 times per day, do not need to be given at school.
- It is the parent's responsibility to pick up all unused medication. We cannot send medication home with students. The nurse will dispose of any medication left at school at the end of the school year.

Please contact the school administrator or school nurse if you have any questions.