

Medication Administration At School

Student: _____ Date of Request: _____

Date of Birth: _____ Grade/Teacher: _____

Medication: _____ Strength: _____

Dosing _____

Time(s) to be given: _____ Daily As Needed

Effective Dates: _____ Duration of School Year

Condition for which medication is to be given: _____

It is the responsibility of the child to come to the office to take his/her medication.

PLEASE REVIEW THE MEDICATION POLICY ON THE BACK OF THIS FORM BEFORE SIGNING

It is not possible to schedule the administration of the above medication at a time other than during school hours. Therefore, I request that the medication be administered to my child as directed on this request. I understand that the School District, the Board, and its employees shall be immune from civil liability due to allergies or other injuries resulting from the administration to a student, provided such administration conforms to the requirement of this policy. This medication is in the original container with proper labeling and not expired. ***The first dose of this medication has been given at home.***

(Parent/Guardian Signature)

(Date of Authorization)

This authorization will terminate completely on _____.
(Specific Date)

This authorization is effective for the current school year only and must be renewed annually.

Amount of medication dropped off and initials of staff and Parent/Guardian					
DATE	# DROPPED OFF	INITIALS	DATE	# DROPPED OFF	INITIALS
		/			/
		/			/
		/			/
		/			/
		/			/

QUANTITY PICKED-UP _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____

STAFF WITNESS SIGNATURE _____

ADMINISTERING MEDICINES TO STUDENTS

It is the position of the board that the presence of medicines on school property and/or the taking of medicine by students during school hours must be carefully monitored to prevent the development of harmful situations to the students.

Whenever possible, students are encouraged to receive medicine outside school hours. However, in those cases where medicine must be taken during the student's time at school, the following procedures are to be followed.

Medication Administered by School Personnel

-All medication must be brought to school on behalf of the student by the parent, guardian or a responsible designated adult and given to the school secretary or nurse. All medications must be in the original container in which the medication was purchased and should clearly state the name, strength, and dose of the medication. A signed copy of the Medication Consent Form must be on file with the medication name and correct dosage before any medication will be administered. A written order from the prescriber must accompany any changes in the medication dosage or schedule and a new Medication Consent Form must be filled out by the parent/guardian. If it becomes apparent that a child has medicine at school without the proper paperwork on file, the parent/guardian or responsible designated person will be notified, and the medication will be held in a secure location until it can be picked up by the parent/guardian or responsible designated person or a Medication Consent Form is on file.

-Parent/guardian or designated person's requests to store and/or administer any medication to a student must be in writing. This must include a signed and dated copy of the Medication Consent Form, which must state the specific instructions for administering the medication, which are consistent with the directions given by the physician or Advance Practice Provider (APP) on the prescription. A record of all written Medication Consent Forms will be kept on file with the District Nurse. If there is a change in specific instructions by the provider a new Medication Consent Form must be updated by the parent/guardian or responsible designated person. All Medication Consent Forms must be renewed annually.

-High School students may carry and administer one dose of medication. The medication must be in its original container with the student's name on it and only hold one dose. Before a student may self-medicate, a Medication Consent form must be completed, signed by a parent or guardian, and returned to the high school office.

-All medications must be stored in a secure area, managed by the school nurse, and removed from the usual workstations of the students. Emergency medications may be carried by a student with special written consent from the healthcare provider (renewed annually) and parent, guardian, or a responsible designated adult, and demonstrate to the nurse, the proper dosage and use of the medication.

-Prescription medications to be stored and/or administered must be in a pharmacist labeled container which specifies the student's name, the prescribing provider's name, the date of the prescription, and the directions for use.

-Non-prescription medications to be stored and/or administered should be in their original container, labeled with the student's name. Administration of non-prescription medications will be according to manufacturer's recommendations.

-All medications administered by school personnel must be approved by the U.S. Food and Drug Administration (FDA) unless a licensed healthcare provider signs the Medication Consent Form. Information on dosage, side effects, and contraindication of any medication or medication-like substance given by school personnel, must be readily available from a professional acknowledged resource (PDR or other U.S. published drug reference book, FDA or USP website, etc.). School personnel have the right to refuse to administer any prescription, over-the-counter, or other medication and may seek medical opinion or advice pertaining to the medication administration.

-All medication will be retrieved by a parent, guardian or a responsible designated adult or disposed of by the school nurse at the end of the prescribed administration period or by the end of the school year, whichever comes first.

-Narcotic pain relievers/Hydrocodone combination products (Lortab, Vicoprofen, Norco) will not be administered in the school setting. Pain requiring Narcotics for relief should be dealt with at home where your student will be safe and can obtain adequate rest to assist with healing.

-IV medications will not be administered at Lead-Deadwood School District.

Revised 6/13/2023