

MEDICATION ADMINISTRATION IN DIXON PUBLIC SCHOOLS

The purpose of administering medications in school is to help each child maintain an optimal state of health to enhance his or her education. Medication should be limited to those required during school hours and necessary to provide student access to the educational program.

The intent of these guidelines is to reduce the number of medications given in school, yet assure safe administration of medications for those children who require them.

The objective of any medication administration program is to promote self-responsibility. This can be achieved by educating students and their families.

Guidelines for Prescription Medications:

1. All prescription medications given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the child's health status and the Medication Authorization Form shall be completed by both the parent/guardian and the physician.
2. A written order for medication must be obtained from the child's licensed prescriber and include the following:
 - * Child's Name
 - * Child's Date of Birth
 - * Licensed Prescriber Phone and Emergency Number(s)
 - * Name of Medication
 - * Dosage and Route of Medication
 - * Frequency and Time of Administration
 - * Date of Prescription
 - * Discontinuation Date
 - * Diagnosis Requiring Medication
 - * Intended Effect of Medication
 - * Possible Side Effects
 - * Other Medication Child is Currently Taking
3. Medication will be stored in a separate locked drawer or cabinet in the Nursing Office. Medication requiring refrigeration will be refrigerated in a secure area. Students are not allowed to carry any prescription or non-prescription medication on their self at any time (except emergent medication; inhaler, epi-pen).
4. It is the parent/guardian's responsibility to ensure that the Physicians Medication Authorization Form and the Parent Medication Form are completed and signed by both the physician and parent, and returned to the student's school.
5. The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent/guardian does not pick up the medication at the end of the school year, the Health Assistant at the student's school will discard the medication in the presence of a witness. The disposal will be documented in the child's health record.
6. All medication taken at school will be self-administered with supervision.

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Guidelines for Prescription Medications:

Medications should be limited to those required during school hours and necessary to maintain the

1. child in school.
2. Medication must be brought to school by an adult in the original prescription container from the
3. pharmacy or physician's office properly labeled including current date. You should contact your pharmacy
4. for an extra bottle for school usage.
5. Each dose of medication shall be documented in the child's health record. Documentation shall
6. include: date, time, dosage, route and the signature of the person supervising the self-administration. In the event a dosage is not administered as ordered, the reason shall be entered into the record. Any side effects shall be assessed and documented as necessary in the child's health record.
7. All medication orders shall be renewed at the beginning of each school year by the child's physician. Changes in medication shall have written authorization from the licensed prescriber.

Guidelines for Over the Counter Medications (OTC):

1. OTC medication shall require parental permission for student to take any OTC medication at school. A physician's signature is optional.
2. OTC medications shall be brought in the manufacturer's original container with the administration guidelines listed and child's name affixed to the container. All OTC medication brought to school must have an unexpired date clearly printed on the container or box.
3. The parent/guardian will be responsible for being sure the parent and physician portion of the Medication Authorization Form are completed and signed and on file at the student's school.

Guidelines for Emergent Medications (inhalers, epi-pens):

1. According to a law passed in 2006, students will be allowed to carry their inhalers and epinephrine auto-injectors (epi-pens) on their person to be able to self-administer as needed in a medical crisis.
2. The parent/guardian will be responsible for being sure the parent and physician portion of the Medication Authorization Form are completed and signed and on file at the student's school.

Dixon Public Schools #170
Physician's Medication Authorization
(To be used if student takes a prescribed medicine at school.)

Student's Name: _____ Birth Date: _____

Address: _____

Home Phone: _____ Emergency Phone: _____

School: _____ Grade: _____ Teacher: _____

Physicians' Direction: Dixon Public Schools (Policy #270.14) states "That self-administration of prescription medicines by pupils will be done only in the exceptional circumstances wherein the child's health, behavior/attention span may be in jeopardy without it. If medication must be self-administered, it must be under the following conditions:

1. A signed order by a physician with specific directions for administration must be submitted to the school nurse (District Health Services Coordinator).
2. If the medication is a prescription medication, a container with a pharmacist's label designating patient's name and name of physician must be submitted to the schools"

Physician's Name: _____

Office Address: _____

Office Phone: _____ Emergency Phone: _____

Prescription Medication: _____

Dosage: _____ Time: _____ Frequency: _____

Medication shall be administered under what circumstances: _____

Diagnosis required medication: _____

Must this prescription medication be administered during the school day in order for the child to attend school or to address the student's medical condition? _____ Yes _____ No

Side Effects: _____

Other medications student is receiving: _____

Physician's Signature

Date