

North Little Rock School District MEDICATION FORM

A separate form must be completed for each medication administered

The school nurse (or designee) has my permission to take a photo of my child and place it on his/her medication form for identity purposes.

Student's Name _____ Date of Birth _____ Grade _____

Name of Medication _____ Dosage _____ Time to be taken _____

Ordering Physician _____ Reason for Medication _____

In case of an Emergency, call _____ Phone _____

I certify that *at least one* dose of the medication has *previously been given* and **NO** adverse reactions were experienced. Therefore, I give permission for the school nurse (or designee) to administer the above medication to my child.

For an **oral controlled substance**, in the unavailability of a school nurse, *the parent may delegate* to the designee _____ to administer the medication.

I acknowledge that the District, its Board of Directors, Nurses and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

Parent or Guardian

Date

Medication Administration Guidelines

Medications are administered by nurses, principals, or person(s) designated, and are under the supervision and direction of a school nurse. A teacher or paraprofessional can be trained to administer medications under extenuating circumstances such as field trips, ect., or designated by parents/guardians

The following requirements are to be met **BEFORE** medication is administered.

1. All medications must be brought to school in the **ORIGINAL** containers in which they were purchased. **No baggies of medications will be accepted.**
2. Parents/guardians shall be **responsible for transporting medication to and from school for students** in grades PK-12 unless other arrangements are made with the school nurse. It is recommended that parents/guardians bring a **month's supply** to school and note when more medicine is needed to prevent missed doses due to depleted supply. The quantity of medication will be counted and recorded when medication is brought to the school.
3. The nurse, who receives the medication, **MUST** count the number of tablets in the bottle and record the number on the Medication Administration Record.
4. All medication must be administered from the original containers and must have current labels. **The medication label is not to be changed in any way (name of child, dosage or time given).**
5. The medication label must contain the following items:
 - a. Child's name
 - b. Name of medication
 - c. Dosage to be administered
 - d. Route to give medication
 - e. Times to give medication
 - f. Physician Name
6. All parents/guardians must sign medication consent forms for prescribed or non-prescribed medications, giving school personnel permission to administer medications to their child. The dosage on the medication container and the dosage on the medication consent form **MUST** be identical for prescribed medication.
7. **Any change in medication dosages or administration schedules will require new written physician and parent requests or newly labeled medication containers.**
8. The initial dose of a new medication must be given by the parent/guardian outside of the school setting.
9. In order to ensure medication efficacy and student safety, **no scheduled medication will be administered at school within 1 hour of the arrival bell or within 1 hour of the dismissal bell.**
10. Unnecessary medication at school is strongly discouraged. The dosage interval of many medications can be adjusted so the times for taking the medication will fall outside of school hours. When possible, the time interval adjustment should be considered before administering the medication at school.
11. No medication that is to be given three (3) times a day or less will be administered at school unless a physician's statement specifically directs the medication to be given at a certain time.
12. All medications must be kept in double locked storage in the health room.
13. All medications must be administered in the health room. The student must swallow the medication in the presence of the adult administering the medication.
14. Medication is not to be carried on a student with the exception of emergency medications such as rescue inhalers, epinephrine, or glucagon. A consent to self carry form must be signed by a parent/guardian and kept on file in the health room.
15. All pills should be given with water. If a student needs to take medications with anything other than water, such as applesauce, pudding, yogurt, ect...it must be provided by the parent/guardian.
16. The person administering the medication must sign the medication form and initial at the time the medication is given.
17. If the student forgets his/her a.m. medication, it will not be given at school. Medications can only be given as prescribed.
18. No sharing of any medication is permitted.
19. The school is not responsible for reactions caused by medications which are properly administered.
20. Narcotic pain medication will not be administered in the school setting. Students requiring this type of medication should stay home.
21. Any substance that does not have approval by the Food & Drug Administration will not be administered at school.
22. If questions concerning a medication arise, school personnel have the right to call the doctor/pharmacist regarding medications.