

SCHOOL TOWN OF HIGHLAND  
POLICY ON  
STUDENTS TAKING MEDICATION DURING THE SCHOOL DAY

The following rules will govern the practice of administering medication to all students in the Highland Schools.

1. Prescriptive Medication

- A. Prescriptive medication may be given to students in the Highland Schools if:
1. The form entitled AUTHORIZATION TO ADMINISTER PRESCRIPTION MEDICATION (attached) is completed and signed by a physician and the parent or guardian (forms obtained from principal's office and to be renewed annually at the beginning of the school year).
  2. The medication is stored by the school in the office area. The student does not keep it in his/her possession.
  3. The medication is in its original prescriptive container;  
AND
  4. THE PARENT MUST HAND DELIVER MEDICATION.
- B. The school nurse is in charge of administering all prescriptive medications. When the nurse is not available, the principal or his/her designee will administer all prescriptive medications.

The following procedure is to be adhered to strictly in the administration of all prescriptive medications:

1. Medicine is stored in a secure place;
  2. The medication must be in the original container which was filled by a registered pharmacist identifying the student, the name of the medication, and the dosage;
  3. All medication is administered by the nurse, principal, or principal's designee; and
  4. A log is maintained for all medications administered.
- C. If a child reports that he or she has forgotten to take medication before coming to school, no make-up dosage is given to the child until the parent has been contacted to confirm the necessity of additional dosage. The date, time, and method of confirmation are entered in the log.
- D. All prescriptions and parental authorization forms must be renewed annually.

2. Non-Prescriptive Medication

- A. Non-prescriptive medication (such as aspirin and other over-the-counter medications) may be given to a student if:
1. A parent's authorization form (lower portion of the form) is completed and signed by parent;
  2. The administration of the non-prescriptive medication is for a short period of time (1 to 3 days);
  3. The medication is stored by the school in the office area. The student does not keep it in his/her possession;  
AND
  4. THE PARENT MUST HAND DELIVER THE MEDICATION.

It is the intention of this practice to avoid potential harm to students by the improper use of medications. Hopefully the slight inconvenience caused utilizing this procedure will be outweighed by the protection afforded to all students.