

Medication at School Policy

According to Board Policy JGFGBA, USD 378 will assist in administering medications to students requiring medications throughout the day. Before any medication is administered by school personnel, the following procedures must be in place.

1. All **Prescription Medications** must have on file, a written order from a medical person licensed to prescribe medications. The order, preferably written on the school's "*Permission for Administration of Prescription Medication*" form, must include student's name, date, medication name, dosage, directions for administration, anticipated number of days to be given, and any possible side effects. A parent/guardian must also sign this form. If the medication is to be given temporarily for 2 weeks or less, the original properly labeled medication container may be substituted for the medical prescriber's written order. However, parent/guardian must still provide written permission. (Example: antibiotic, eye-drops, etc.)
2. **Self-Administered Medications** are limited to: **Inhalers** for Asthma, **Epi-pens** for Anaphylactic/Allergic reactions and/ or **Insulin** for Diabetes. This does NOT include Prescription or Over-the-Counter medications. A signed form, preferably the school's "*Permission for Self-Administered Medication*" form, must include signatures from a medical person licensed to prescribe medications, a parent/guardian, AND the student and be on file. **Note: This includes all inhalers kept on hand for sport's or PE activities, coach's bags, etc. whether student uses on a regular basis or not.**
3. For **Chronic or Frequent conditions** (coughs, migraine headaches, nasal spray, etc.) that require **Over-the-Counter medications** on a regular basis, written permission from parent/guardian is required. It is preferred to use the school's "*Permission for Administration of Over-the-Counter Medication*" form. It is required to include the length of time to be given.(Example: Day to Start: 1/1, Day to End: 1/5)
4. For **Occasional Medication Needs**, a LIMITED SUPPLY of over-the-counter medications is available for students. (occasional headache, general aches, minor skin irritation, etc.) Written parent/guardian permission is required either thru the electronic school registration process or by written paper form. Medications on hand include: Acetaminophen, Ibuprofen, Cough drops, Antibiotic ointment, Antacid tablets, and Anti-itch lotion/cream. The School Nurse will evaluate the student's needs and will notify parent when medication is needed. An unusual increase in usage (more than 3x/month) may require parents to send the student's own supply along with additional written permission and specific directions. (See Item #3)

Additional Notes:

- All medications either Over-the-Counter or Prescription, must be sent in original container, including cough drops. Pharmacies will furnish extra labeled containers for school, when asked.
- Medication will be kept at school for duration of time noted on permission forms.
- Permission forms for on-going and occasional-use and self-carry must be renewed yearly.
- Copies of permission forms can be downloaded from the school's website, or obtained from school nurse or office secretaries.

○ Updated 3/2023