

# Enterprise City Schools

OFFICE OF THE SUPERINTENDENT  
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## THE ADMINISTRATION OF MEDICATION

### INTRODUCTION

The Enterprise City School System recognizes the need for some of our students to receive medications during the school day. In response to this identified need, our school system has established guidelines to ensure the safe and proper administration of medications. The goal of our school system regarding the administration of medication during the school day is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience. A nurse is available in each of our schools to ensure the proper administration of medications during the school day, and to ensure that issues of health do not impact negatively upon students' classroom performance and attendance.

Most medications will and should be given at home. Medications prescribed for once a day, twice a day, or three times a day should be given at home. If the medication is ordered to be given with food, the student should have a snack given with the medication at home. The only exception to this is if the physician orders the medication at a specific time such as after lunch. Please contact your school's nurse if there are other special conditions regarding the administration of medications during the school day.

Please be reminded that the authority to administer medication(s) to your child must come from you as the parent/guardian and the physician, when the medication is prescribed. Your child should not bring medications to school without immediately delivering them to the school nurse. Please do not allow your child to keep medications or medical devices, such as inhalers, with him/her during the school day, without speaking to the school nurse. Carefully review and follow the guidelines for administration of medication which are attached to this communication.

## ADMINISTRATION OF MEDICATION PROCEDURES

1. **A Medication Authorization Form must be completed and signed by the student's parent/guardian** before any medication (prescription or nonprescription) may be administered to a student during the school day. If a medication is prescribed by a physician, the medication authorization form must be signed by the physician before the medication is administered. **Please contact your school's nurse for a copy of this form.**
2. For prescription medications, a pharmacy-labeled container is required which includes the student's name, doctor's name, name of medication, strength, dosage, time interval, route, and date of drug's discontinuation, when appropriate. If the administration of this medication will be longer than two weeks, the parent/guardian should request two containers from the pharmacist, with one labeled for school use.
3. When the medication to be given is a nonprescription medication, the medication should be sent to the school in its sealed original container. This container should identify the medication, provide all the manufacturer's labeling and the student's name. Medications, which are sent to the school in other containers or wrapped in such items as Kleenex, paper towel, etc., will not be administered to students. A medication authorization form must also be completed and signed by the student's parent/guardian before any medication is administered.
4. **The parent/guardian should deliver all controlled substances (such as Ritalin) to the school nurse.** Students must not deliver controlled substances to the school, and students must not keep medications with them during the school day unless specifically prescribed by a physician. In such cases the medical authorization form for student self-administration of asthma medication must be on file in the nurse's office.
5. Once medication has been received, the school nurse will count, inspect, and properly secure the medication.
6. You will be notified within 30 (thirty) days of the pending expiration date of medication(s).
7. The parent/guardian should pick up student's medication which has not been used at the end of the school year.
8. The parent/guardian must provide the school with a new Medication Authorization Form if medication orders are changed during the school year.