

# 5.62 - Administration of Medication

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### ADMINISTRATION OF MEDICATION

5.62

1. Each Alexander City School System school principal shall designate a staff member(s) to administer medications. The staff member(s) shall be trained annually by the registered nurse.
  
1. Administration of prescription medications during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours. Administration of non-prescription medication during school hours is discouraged unless necessary for a student's illness.
  
1. Instructions on using a prescription shall be provided by a physician or described on the medication container provided by the physician or pharmacist. Written instructions on using non-prescription medication shall be provided by the student's parent(s)/legal guardian.
  
1. All prescription medications shall be delivered to the office/clinic with the following information provided:
  1. Diagnosis;
  2. Reason for giving medication;
  3. Name and purpose of medication;
  4. Time the medication is to be given;
  5. Specific instructions on the administration of the medication;
  6. Approximate duration of medication;
  7. Beginning date – Ending date;
  8. Allergies;
  9. Side effects;

10. A note signed by the student's parent(s)/legal guardian to grant permission for administering the prescription medication;

Medication shall be counted with two (2) persons signing.

1. First and second dosages of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.
1. Prescription medication which is kept at school shall be stored in a secure place under lock and key with the student's name attached. Only authorized Alexander City School System staff who administer said medication shall have access to it.
1. A record shall be maintained on each student who receives a prescription medication during school hours, including the time each dose of prescription medication was administered.

**REFERENCE(S):**

**CODE OF ALABAMA**

**16-11-9**

**HISTORY:**

**ADOPTED: 2006**

**REVISED: JULY 13, 2010**

**FORMERLY: 5.31**