

## CHAPTER 5.00 – STUDENTS

### ADMINISTRATION OF MEDICATION

5.62

#### Administration of Prescription and Non-prescription Medication

- I. The registered nurse shall designate a staff member(s) to administer medications. The staff member(s) shall be trained by the registered nurse.
- II. 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.
- III. 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.
- IV. All prescription medications shall be delivered to the office/clinic with the following information provided:
  - A. Diagnosis;
  - B. Reason for giving medication;
  - C. Name and purpose of medication;
  - D. Time the medication is to be given;
  - E. Specific instructions on the administration of the medication;
  - F. Approximate duration of medication;
  - G. Beginning date – Ending date;
  - H. Allergies;
  - I. Side effects;
  - J. A state-approved form signed by the student's parent(s)/legal guardian and prescribing physician granting permission for administering the prescription medication;
  - K. Medication shall be counted with two (2) persons signing.

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- V. First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.
- VI. 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 staff who administer said medication shall have access to it.
- VII. 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.
- VIII. Any medication, either prescription or non-prescription, to be administered to a student on school premises or at school functions (including field trips) must be brought to the school by the parent/guardian/authorized adult representative for retention and administration. No student will be allowed to have medication, or asthma inhaler, in his/her possession on a school bus or at a school function. Self-injectable epinephrine or asthma inhalers will be permitted to be carried with parental permission and physician's signature on the "Dispersion of Medication Form."
- IX. Medication(s) brought to the school must be in the original prescription container, properly labeled with the child's name, doctor, name of medication, route, dosage, directions, and expiration date. A "Dispersion of Medication Form" must be completed for each prescription and a method of disposal of any unused or expired medication designated. The medication must be counted jointly by the parent/guardian and a school staff member, and the parent/guardian and school staff member must both sign the "registry of Medication Form" when the initial prescription is brought to the school.
- X. Medication(s) will not be provided by the school.

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**STATUTORY AUTHORITY:**

**CODE OF ALABAMA  
16-1-30**

**LAW(S) IMPLEMENTED:**

**CODE OF ALABAMA  
16-8-8, 16-11-9**

**ALABAMA ADMINISTRATIVE PROCEDURE ACT:**

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**HISTORY:**

**ADOPTED: October 18, 2006  
REVISION DATE(S): \_\_\_\_\_  
FORMERLY: NEW**