

For **all Prescription and Non-Prescription** medications, a written request shall be obtained from the parent or guardian requesting that medication be given during school hours. It is the parent’s or guardian’s responsibility to ensure that the written request and medication are brought to the school. Local school board policies related to “Zero Tolerance” may require all medications, prescription and non-prescription, be brought to school and delivered to appropriate or designated school personnel by a responsible adult. The written request must state that the child is competent to self-administer the medication with assistance.

➤ **All Prescription Medications (including CAM’s - complementary and alternative medicines, if LEA permits) given at school shall:**

Be prescribed by a licensed prescriber on an individual basis as determined by the child’s health status.

Be brought to school in the **original, pharmacy labeled container**. The container shall display:

- Child’s name
- Prescription number
- Medication name and dosage
- Administration route or other directions

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○ Date

- Licensed prescriber’s name

○ Pharmacy name, address, and phone number

Require a written parental/guardian request which shall be kept in the student’s school records and include:

- Child’s name
- Name and address of parent/guardian
- Name of medication, dose, route, time of administration
- Discontinuation date
- Reason medication is needed
- Parent/guardian current phone number in case of emergency

Be renewed at least annually.

Have each dose of medication documented and the documentation easily retrievable.

Documentation shall include date, frequency, time, dosage, route and the signature of the person administering or assisting the student in in self-administration.

Have written authorization from the licensed prescriber and parent when there are changes in the prescription medication. The change will be noted on the medication administration record (MAR) without obliterating the previous information. Only an RN or LPN can make changes on the MAR. Changes can include but are not limited to: time, dose, addition, discontinuation, etc.

➤ **All Non-Prescription Medications (excluding CAM) given in school shall:**

Be brought in with the original label listing the ingredients, dose schedule, and child’s name affixed to the container.

Require a written parental/guardian request which shall be kept in the student’s school records and include:

- Child’s name

“Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting” *

- Name and address of parent/guardian
 - Name of medication, dose, route, time of administration
 - Discontinuation date
 - Reason medication is needed
 - Parent/guardian current phone number in case of emergency
 - ☑ Have each dosage of medication documented and the documentation easily retrievable.
- Documentation shall include date, frequency, time, dosage, route and the signature of the person administering or assisting the student in in self-administration.

STORAGE

All individual students’ medications, except those exempted by law, must be put in a leak proof container and stored in a secure or locked area. Each medication should be stored in the original pharmacy or manufacturer labeled container with the student’s name on it. Medications must be kept no longer than the expiration date or end of the school year, whichever is sooner. Access to stored medication and medication cabinet keys must be limited to school personnel authorized to administer medications. It is recommended that if a medication requires refrigeration, it should be stored under proper temperatures according to the pharmacy or manufacturer guidance and in a locked refrigerator or in a locked container in a refrigerator specifically for medications. It is also recommended to keep a certified, calibrated thermometer in the refrigerator. If it is suspected or discovered that storage temperatures fell, at any