

MEDICATION AT SCHOOL

Under normal circumstances prescribed and over the counter medication should be dispensed before and/or after school hours under supervision of the parent or guardian. Over-the-counter oral or topical medication, eye drops, ear drops or nasal spray (“medications”) from an authorized staff member, the parent must submit a written authorization accompanied by a written request from a licensed health professional prescribing within the scope of his or her prescriptive authority. If the medication will be administered for more than fifteen consecutive days, the health professional must also provide written, current and unexpired instructions for the administration of the medication.

In addition, due to the potential of: allergic reaction, over dose, spread of infections/other diseases, choking hazard, or exposure to hazardous chemicals; cough drops/throat lozenges that contain medication and bug sprays/repellents require individualized physician’s orders with parent signature, provided in the original container by parent, kept under lock in the health room, and given by trained delegated staff per instructions on physician’s orders. All chap stick/lip balm, and sunscreen/sunblock require a note from the parent with the parent signature. These will be provided in the original container by the parent. For elementary students, chap stick/lip balm and sunscreen/sunblock will be kept under lock in the health room and given by trained delegated staff. Secondary students may keep these items in their possession but must not share them with others.

The superintendent shall establish procedures for:

- A. Training and supervision of staff members in the administration of prescribed or non-prescribed medication to students by a physician or registered nurse;
- B. Designating staff members who may administer prescribed or non-prescribed medication to students;
- C. Obtaining signed and dated parental and health professional request for the dispensing of prescribed or over-the-counter cough drops/throat lozenges that contain medication and bug sprays/repellent.
- D. Obtaining signed and dated parental notes for the use of chap stick/lip balm and sunscreen/sunblock.
- E. Storing prescribed or over-the-counter medication including cough drops/throat lozenges that contain medication and bug sprays/repellents and chap stick/lip balm and sunscreen/sunblock for elementary students in a locked or limited access facility; and
- F. Maintaining records pertaining to the administration of prescribed or over-the-counter medication including cough drops/throat lozenges that contain medication and bug sprays/repellents and chap stick/lip balm and sunscreen/sunblock for elementary students.
- G. Permitting, under limited circumstances, students to carry and self-administer medications necessary to their attendance at school.

Management Resources: 2014 – February Issue
2012 – August Issue
Policy News, February 2001 Oral Medication Definition
Expanded

Adoption Date: August 15, 2005
Revised: July 15, 2015