



## **School District 16 Medication Policy for Prescription Drugs**

### **I. PURPOSE**

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency prescription medication to students at school

### **II. GENERAL STATEMENT OF POLICY**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications in accordance with law and school district procedures.

### **III. REQUIREMENTS**

- A. The administering of prescription medication or drugs at school requires a completed signed request from the student's parent as well as the appropriate prescription label. The school district may rely on an oral parent request for up to two school days, after which a written authorization is required. However, the written label must be provided as required by law before the administration will be done.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication must come to school in the original container labeled for the student by the pharmacy in accordance with law, and will be administered in a manner consistent with the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel, except as noted in a written agreement between the school district and the parent or as specified in an IEP (individual education plan) or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.



## ADMINISTERING PRESCRIPTION MEDICATIONS

It is recommended that all prescription medications be brought to school by a parent or guardian. If this is not possible, it is considered safe practice to count the number of pills being sent to school and seal them in an envelope noting the number of pills on the outside of the envelope. The medication will be counted and recorded when received in the health office.

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Pupil's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_

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**MEDICAL ORDER FOR ADMINISTRATION OF MEDICATION  
BY SCHOOL PERSONNEL**

I have prescribed the following medication for this child and request dosage given during school hours be administered by school personnel.

Medication: \_\_\_\_\_ Dose: \_\_\_\_\_

Time: \_\_\_\_\_ For Treatment of: \_\_\_\_\_

Possible side effects: \_\_\_\_\_

MD/CPNP Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

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**PARENTAL REQUEST FOR ADMINISTRATION OF MEDICATION**

I request this medication be given as prescribed and the above information be shared with the faculty.  
I understand I must provide this medication in the current, properly labeled pharmacy bottle.  
I release Spring Lake Park District 16 school personnel from liability in the event of a reaction to the medication.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_