

GUIDELINES FOR ADMINISTERING MEDICATION

Medication should be given at home. Should the need arise for a student to be given medication during school hours, these procedures must be followed or medication will not be administered.

1. Written instructions signed by a physician with the diagnosis, medication, dosage, length of time to be given, possible side effects, and parent signature is required for all types of medication. Forms are available from the Certified School Nurse.
2. It is the parent's responsibility to maintain an adequate supply of medication throughout the school year.
3. **Medications must be brought to the School Nurse by the parent/guardian in the prescription-labeled container, or the original over the counter container that must remain at school.**
4. If the School Nurse is not available, the building Principal or Acting Principal will accept and sign for medication.
5. Over-the-counter medication such as Advil, Tylenol, cough drops, will not be administered to Kindergarten-8th grade unless prescribed by a physician.
6. The Certified School Nurse will review all new medication requests.
7. The first dose of a new medication: *It is the parent's responsibility to give the first dose when the child is able to stay at home to ascertain the child's reaction to the medication.*
8. Medications will be discarded one week following termination date or conclusion of the school year, unless return is requested by the parent. **Medication will be returned to the parent or an adult designee only.**

Field Trip Medication

1. Children with serious, life threatening or potentially life threatening medical conditions may request that medications be given on a field trip. No other medication will be permitted. Any parent who has a child needing medication in such a situation should contact the Certified School Nurse.

Note: According to the American Academy of pediatrics, life threatening conditions may include but are not limited to, conditions such as: Asthma, diabetes, seizure disorders, hormonal disorders or severe allergy.

2. Parents of students who receive routine medication during school hours may choose to have the child not receive his/her medication on the day of the field trip. Otherwise, the parent may accompany the child on the field trip or make other arrangements with the Principal.

After School Activities: It is the parent/guardian responsibility to make arrangements for emergency care and/or medication for after school activities.