



MEDICATIONS
AT SCHOOLS

D108.00
Revised
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PROCEDURE

Introduction

Traditionally, parents and guardians have the final responsibility for the health of their child including the arrangements for the definitive diagnosis and treatment of health problems. While the school health services program does not regularly enter the field of treatment, it is recognized that there is a necessity for providing the means for giving oral medication under certain circumstances. A prior written request from the parent(s) or guardian(s), and from the private physician or dentist must be on file -for all medications that will be given at school on a regular basis, or on a field trip, a campout, or during any extracurricular activity.

Procedure

1. There must be on file at the school a written request of a parent or a guardian, and the student's physician or dentist, to give prescription or over-the-counter medication at school. A medication at school authorization form is to be completed for each medication.
2. The medication must:
 - A. Be in a suitable container and in a quantity not to exceed one month's supply.
 - B. Be clearly marked with the:
 - (1) Child's name.
 - (2) Name and strength of the medication.
 - (3) Time and method of administration.
 - (4) Physician's or dentist's name.
 - (5) Length of time it is to be given (i.e., all school year, two weeks, one month).
 - C. Be stored in the original container and the storage area kept locked.
 - D. Include further instructions that may be needed.



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3. The principal, program manager, or school nurse will designate a staff member to administer the medication only after the staff member has been instructed by the nurse in the proper medication administration procedures and given information about any possible effects that have been communicated to the nurse.
4. Staff training will be carried out by the school nurse on a routine basis for building staff and will include: process of administration of medications, observations to be made by staff, actions to be taken, and the processes for reporting and recording.
5. Written records are maintained for regularly administered medication. The record must show:
 - A. Date and time given.
 - B. The name of the person who gave it.
 - C. Any reaction or side effects.

Former code(s): H60.05, H51.05