

Medication at School Medication

Policy and Procedures

Purpose: This policy is designed to ensure the safe administration of medications to students while maintaining the highest level of student health and safety.

Policy:

1. Medication Submission:

- Any prescription or over-the-counter (OTC) medication must be accompanied by a completed **Medication Administration Request Form** and submitted to the school health office for processing.

2. Definition of Medication:

- Medications include but are not limited to: pills, liquids, inhalers, sprays, eye drops, ear drops, cough drops, and topically applied creams or ointments, which are intended to relieve symptoms or treat conditions.

3. Medication at School:

- Medications will only be administered during school hours if they are necessary and cannot be given at home. Students are **NOT** allowed to carry any form of medication during school hours.

4. Parent/Guardian Responsibilities:

- **All medication** must be brought to the school clinic by a parent/guardian. This includes controlled substances, such as medications for ADD/ADHD and certain prescription pain medications. These medications must be counted and signed in by the parent/guardian upon delivery.
- Parents/guardians should contact the school Health Department if further assistance is needed.

5. First Dose Administration:

- The **first dose** of any new medication must be administered at home, where the parent can monitor the child's reaction and ensure there are no adverse effects.

6. Self-Administration for High School Students:

- High school students may be allowed to carry and self-administer certain medications with written consent from both the parent and the physician.
 - The only medications permitted for self-carry are: **insulin, asthma inhalers, and emergency epinephrine.**
 - All other medications must be administered by school health personnel or other school officials.

7. Intramuscular Injections (IM):

- Intramuscular injections (IM) will only be administered in emergency situations and in accordance with a physician's **Emergency Action Plan** for life-threatening conditions.

8. Prescription Medication Requirements:

- Prescription medications must be provided in the **original pharmacy-labeled container**, which must include the student's name, medication name, dosage instructions, and any other relevant information.
9. **Homeopathic, Dietary, and Herbal Supplements:**
- Homeopathic medications, dietary supplements, and herbal products may be administered in school if the following conditions are met:
 - The parent supplies the medication and submits written permission.
 - The medication is approved by the U.S. Food and Drug Administration (FDA) and appears in the United States Pharmacopeia (USP).
 - The medication is in its original, properly labeled container.
 - The medication cannot be administered at home.
 - A written request from a physician or healthcare professional is required to administer these types of medications at school.
10. **Over-the-Counter (OTC) Medications:**
- OTC medications may be given to students if the following conditions are met:
 - The medication is supplied by the parent, and written permission is provided. (***Medication Administration Request Form***)
 - The medication is FDA-approved and listed in the United States Pharmacopeia.
 - The medication is in its original, properly labeled container and is dosed appropriately for the student's age or weight.
 - The medication cannot be administered at home.
 - A written request from a healthcare professional is required if the medication will remain in the health office for more than **10 school days**.
11. **Expired Medications:**
- Expired medications will **NOT** be administered to students. Parents must ensure that medications are refilled and replaced before expiration. The school health office will not be responsible for notifying parents regarding expired medications.
12. **Medication Pick-Up:**
- Medications stored in the school clinic must be picked up by a parent/guardian before the **last day of the school year**. **No unused medication** will be sent home with students, and any medication left unclaimed at the end of the school year will be destroyed.

Responsibility of the Parent/Guardian:

- It is the sole responsibility of the parent/guardian to ensure that all medications are provided in accordance with the school's policy, properly labeled, and picked up at the end of the school year.

Contact Information: For further assistance, questions, or clarifications, parents/guardians should contact the campus Health Department.

