

The following procedures are an adjunct to the policy and reflect a process intended to safely implement administration of medications in the school setting.

### **Procedures**

1. Students will not be permitted to carry and self-administer any medication (including over the counter meds) in school except under very special circumstances (see #2) with a written order from the physician.
2. Students with asthma or allergies may be permitted to carry inhalers, Epipens, or other medications if the school nurse receives written permission from the parent and the student's physician that the child is able to manage the medication administration independently. Students must demonstrate to the school nurse the ability to safely administer the prescribed medication.
3. Unlicensed trained personnel or the school nurse will administer medications in the school setting.
4. The medication permission form must be **completely** filled in and signed by the parent and physician. One form is required for each medication, and a new form must be received at the beginning of each school year and when any changes are made to the original physician order.
5. **All medications must be delivered to the school by a parent or other designated adult. Medications must be in a pharmacy labeled bottle or the original over the counter container.**
6. All medications will be secured in a locked space within the nurse's office.
7. Up to one month's supply of medication may be delivered to school at one time. Parents are responsible for removing the medications from school once a medication has been discontinued, or at the end of the school year. Medications left in the clinic after students are dismissed on the last day of school will be discarded.
8. Arrangements should be made in advance of field trips to alter the administration time of medication for the day. If a medication is necessary for the health of a child during a field trip, a plan will be developed in collaboration with the student's parents.
9. Parents will supply the school with all medications including Tylenol, Advil, allergy medicine, and Epipens.
10. School personnel administering medication shall document the date, time, and amount of medication administered.

