

ADMINISTERING MEDICATIONS AT SCHOOL

Dear Parents:

Non-prescription Medication

Tylenol, ibuprofen, and other pain relievers cannot and will not be administered by the school nurse/trained school personnel without parent consent. Students who are taking over the counter medications should not share them with other students and should leave the product in the office along with a written note from their parents giving permission to take these medications.

When a parent requests a student receive a non-prescription, over-the-counter, medication during school hours, the following policy should take effect:

1. Written permission with the parent's signature giving the student's name, name of the medication, dosage and times of administration should be on file.
2. The medication shall be provided by the parent in the original container labeled by the manufacturer.
3. Under no circumstances will the medication be furnished by the school.
4. All medication shall be left in charge of the school nurse/trained school personnel to be given to the child at the requested times.
5. A written record shall be maintained showing all medication administered, the dosage, the name of the person administering the medication, the name of the student, the date and time of administration and any reactions to the medication. A written record shall also be kept of any refusal to administer medication.
6. The school nurse may determine such medication should not be administered to the student. In such case, the nurse shall attempt to contact the parent orally. If the nurse determines such medication should not be given, the nurse shall then notify the parent or guardian in writing the medication was not given and the reasons therefore.
7. All medication shall be sent home with the student at the end of the school year. Students will be notified to pick up their medication, but any medication that is not retrieved shall be destroyed by the school nurse.

Prescription Medication

When a child is to receive a prescription medication during school hours, the following policy should take effect:

(over)

1. The drug must be in the original container, prepared and labeled by the pharmacist, clearly showing the name of the child, name of the medication, time of day it is to be given, duration it is to be given, and the name of the doctor.
2. Written permission with the parent's signature must be on file.
3. Under no circumstances will the medication be furnished by the school.
4. All medication shall be left in charge of the school nurse/trained school personnel to be given to the child at the requested times.
5. A written record shall be maintained showing all medication administered, the dosage, the name of the person administering the medication, the name of the student, the date and time of

administration, and any reactions to the medication. A written record shall also be kept of any refusal to administer medication.

6. The registered nurse may determine such medication should not be administered to the student. In such case, the nurse shall attempt to contact parent orally. If the nurse determines such medication should not be given, the nurse shall then notify the parent or guardian in writing the medication was not given and the reasons therefore.
7. All medication shall be sent home with the student at the end of the school year. Controlled substances, such as Ritalin, shall be picked up by a parent at the end of the school year. The controlled substances that are not retrieved by a parent at the end of the year shall be destroyed by the school nurse in the presence of a witness. The date, time, and number of pills destroyed shall be noted. The notation shall be signed by the school nurse and the witness and placed in the cumulative folder of the student.

If you have any questions, please call me at school (322-4020).

Kathy Peterson, B.S.N.
School Nurse