

ADMINISTRATION OF MEDICATION AT SCHOOL

The following policy regarding medications at school has been adopted by the Chandler Board of Education. This policy was adopted for the safety of all students.

Chandler Public School Staff will not be administering medication at school. All medications, prescription or non-prescription, should be administered by the parent before or after school. A physician should be consulted about a schedule that would not include the school hours. Non-prescription medication will not be available at school. (Such as Tylenol, cough drops, antibiotic ointments, etc.).

Children with a chronic illness such as (diabetes, asthma, seizures, attention deficit disorder, etc.) that necessitates a school time dosage will be managed on an individual basis. Medications following an injury, short-term illness or surgery will be also managed on an individual basis.

The following guidelines for medication administration must be followed:

1. A permission form must be signed by a parent/guardian **and the physician**, which requests that the child be allowed to take medication at school. (Permission forms are available at the school).
2. By law, medication is to be brought to the school in the prescribed bottle, which correctly states the name of the patient, name of the prescriber (physician), and the directions for taking the medications.
3. A specific time frame must be stated, no PRN orders. The instructions on the medication bottle and the permission form must match.
4. The medication is to be logged in when received. The medication is to be kept in the office and not in the classroom. A one-month's supply of medication may be sent to school.
5. Medication is to only be dispensed by the Principal, his/her designee or the school nurse. Each medication is to be logged on the student's medication record and recorded as received each time a dosage is given. This is to include the date, medications full name, dosage, the time it was received and the signature of the person giving the medication. Medications will be kept in the student's folder in a locked area.