

## **Administering Medication to Students**

**JHCD-R**

The medical profession strongly advises that medications for school age children be administered at home. Medication should be administered at school only if it is absolutely necessary in order for a child to remain in school. When a child must receive medication at school, it shall be the student's responsibility to go to the nurse's office to be medicated. The following regulations shall be adhered to:

1. Signed, written permission of the parents and written instructions by the attending physician must be on file before any medication is dispensed by school staff. The physician's instructions should include the name of the child, frequency and duration of the medication.
2. The school shall not furnish medication under any circumstances.
3. When medication is left in charge of the school nurse or other designated person at the physician's request, the medication should be labeled with the child's name, name of the medication, time of the day medication is to be given, duration it is to be given and the physician's name. Such medication is to be checked in to the nurse in its original container as issued by the pharmacy.
4. All medications left in charge of the school nurse or school official must be kept in a secure place.
5. The school nurse shall maintain a record of all medications administered.
6. Students shall be instructed not to "share" medications with friends.

### **Non-Prescription Medicines:**

The above procedures shall apply to all over the counter medicines administered to students in grades K-6.

Students in grades 7-12 may keep non-prescription drugs with them under the following conditions:

1. Only enough medication for one day should be kept by the student.
2. Medicines are not to be stored in student lockers.
3. Prolonged use of such medicines should be reported to the school nurse.

Amended: October 20, 1988

