

## MEDICATION ADMINISTRATION REGULATIONS

For Parents / Legal Guardians

Revised  
MAY 2008

As a general principle, medications are **not** to be given at school. Acutely ill students will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists.

Students are not allowed to have medication in their possession on the school grounds/bus.

Medications shall be administered to students with special health care needs that can be expected to be of long duration. This policy limits the medication to be given to only those students that have chronic health problems such as asthma, behavior/attention problems and emergency situations. Antibiotics, Aspirin, Tylenol and Cough Syrups can not be administered by school personnel. Parents may come to school and administer medication to their child at any time during the school day after first checking with the office.

Your school nurse is responsible for several schools in the parish, so in most instances, she will not administer the medication. The principal shall designate at least two employees to receive training and administer medication in each school.

The school nurse, in collaboration with the principal, shall train the designees and supervise the implementation of the policy for the administration of medication in schools to insure the safety, health, and welfare of the student.

1. Any student who is required to take medication during the regular school day must comply with school regulations. A medication order form must be completed and signed by the parent/guardian and by a licensed physician/dentist prior to the administration of any medication.
2. Only medication which cannot be administered before or after school hours may be administered at school.
3. **The school will not accept the medication until it has been checked by the School Nurse.**
4. Starting each school year, the parent and student need to see the School Nurse. It is necessary for the School Nurse (Registered Nurse) to assess the health status of a child and the proper documentation prior to the child getting medication at school. The School Nurse must determine if it is safe for unlicensed personnel to administer medication.
5. The proper documentation includes: the Medication Administration Form filled out by the physician, the parent consent form, and the properly labeled medicine bottle. This information will be reviewed by the School Nurse with the parent for accuracy and understanding.

6. Any student placed on medication must accompany the parent for the assessment. If the child is not present, the assessment will not be completed and the child will not be able to start medication at school.
7. It is recommended that the initial dose of medication must be administered by the student's parent or guardian outside of the school jurisdiction, with sufficient time for observation for adverse reaction.
8. Any time that there is a change in medication, the School Nurse must review proper documentation and determine if unlicensed personnel may administer the medication prior to the child starting the medication. At this time, it is not necessary for the child to accompany the parent.
9. All medication must be labeled by the pharmacist with student's name, prescription number if any, current date, name of medication, dosage, frequency, route, direction for administration, and physician's or dentist's name. The label on the bottle and the Administration of Medication form from the doctor must have the same information. Medication shall be in the original labeled container as dispensed by the pharmacist. Unit dose containers or blister packs are strongly recommended.
10. Parents/legal guardians are to always have the correct medicine and the correct dosage in the correct container. Example: DO NOT PUT A 10 MG PILL IN A BOTTLE LABELED 5 MG. This is a dangerous practice and your child could get the wrong dosage of medication.
11. Pills that need to be cut for proper dosage may be done by the pharmacist or parent prior to bringing to school. Uneven pieces are unacceptable.
12. Medication must be brought to school and picked up by the parent or responsible adult. Students will not be allowed to have any medication in their possession on school grounds or on school bus. Exceptions to this regulation will be made in extenuating circumstances if it is medically certified that the student must have medication on his person to sustain life and that the student has been properly instructed on its care and use.
13. Medication will be administered during a specified period established by the school. No medication will be administered at any other time unless there are special circumstances which are approved by the school administrator. During the time period when medication is being administered, the person responsible for the administration will be relieved of all other duties..
14. If medication is to be discontinued or withheld, the school must have a written note from a doctor or the parent, or the medication must be picked up.
15. **NO MORE THAN A 35 SCHOOL DAY SUPPLY OF MEDICATION SHALL BE KEPT AT SCHOOL. (If student receives medication twice a day, 70 pills may be kept at school.)**