

ADMINISTRATIVE PROCEDURES FOR ADMINISTERING
MEDICATIONS TO STUDENTS

- A. Physician's orders for prescription medication to be administered shall specify in writing the duration of the order and the name and dosage of the drug. The orders shall be renewed at least every school year.
- B. Parents/guardians shall file written requests for school personnel to administer non-prescription medication to children. The request shall specify the name and dosage of the medication. The request shall be renewed at least every school year.
- C. Parents/guardians shall file a written request to allow their child to self-administer asthma medication or epinephrine.
- D. Each school should keep a log book with consecutively numbered pages in which the administration of medicine is recorded, in ink, showing the date and time of administration in each case, the name of the student, the kind and quantity of medicine, the name of the prescribing physician (if applicable), and the signature of the school nurse, principal, or other school employee administering the preparation.
- E. The specific written order of the physician and the written authorization of the parent should be kept on file, and all parental consents or authorizations should be renewed every school year.
- F. Not more than one month's supply of a medication shall be stored in a school. The medication shall be stored in a designated place separate from first aid supplies and securely locked at all times.
- G. The school employees will give the medication to the student to be self-administered unless the student is physically unable to administer the medication to himself/herself.
- H. Unused medication shall be returned to the parent/guardian or shall be disposed of annually.
- I. Any exception to this regulation shall be made by the principal/designee after written request by the student's parent and authorization by the student's physician.

Adopted: October 8, 2012