

Guidelines for Administering Medication

Legislation passed in 1991 brought about some changes in the requirements for schools relating to administering medication to students at school. As a general rule, medications (including Tylenol and aspirin) will not be administered at school by district employees. Parents are urged to make provisions for administering medication at home rather than at school.

If your child must take medicine at school for 3-5 days, please send a note stating at what time the medicine should be given and for what reason it is being taken. The medicine should be sent to school in the original bottle. If it has to be sent in a bottle other than the original prescription bottle, it must be labeled with the child's name and the name of the medication. All medicine will be kept in a locked cabinet in the nurse's office and will be administered by her. A permission slip will be sent home for parent/guardian signature.

If your child is on regular, long-term medication that must be administered at school, the guidelines below must be followed.

1. Written orders are to be provided by a physician and must include the following:
 - a. The name of the medication
 - b. The dosage and time interval regarding consumption
 - c. The necessity for the medication, particularly during school hours
 - d. The disease or illness being treated
 - e. Any and all possible side effects
 - f. The emergency phone number where the physician can be reached
2. The above orders must be accompanied by a letter of request from the parent/guardian of the child granting permission for administration of the medication during school hours.
3. Both the written orders from the physician and the letter of request from the parent/guardian must be on file with the nurse or the medication will not be administered.

The school will not become involved in the dispensing of unprescribed or over-the-counter medications unless the guidelines above are followed.

The orders and requests regarding medications to be administered must be renewed periodically and the district retains the discretion to reject requests for administration of medication during school hours.