



Regulations on the Administration of Medication During School Hours

No pupil shall be given medication, prescription or over-the-counter, during school hours except upon written request from the parent or guardian of the pupil and a licensed physician who has the responsibility for the medical management of the pupil.

A request form for each medication, prescription or over-the-counter, **MUST** be completed by the pupil's physician, signed by the parent or guardian, and filed with the school.

The container for **prescription medications** **MUST** be clearly labeled with the following information:

- a. Pupil's full name
- b. Physician's name
- c. Physician's telephone number
- d. Name of medication
- e. Dosage, schedule and dose form
- f. Date of expiration of prescription

Over-the-counter medications **MUST** be sent as follows:

- a. In original container
- b. Clearly marked with student's name

Each medication is to be in a separate container labeled as above. The Health Clerk will assume responsibility for placing medications in a locked cabinet which shall be used only for storage of medication.

Pupils will be **ASSISTED** by the Health Clerk or other designated employee when taking medications according to the physician's instructions under the direction of the District Nurse.

The parent or guardian will assume full responsibility for the supplying of all medications.

NO MEDICATION MAY BE BROUGHT TO SCHOOL BY PUPILS. Parents shall deliver or cause to be delivered by an adult or an authorized employee of a pharmaceutical supplier, any medication to be administered under the provisions of this policy. Parents shall be encouraged to cooperate with the physician to develop a schedule so that the necessity for taking medications at school will be minimized or eliminated.

Pupils are not allowed to have medication in their possession at school, walking to and from school, or on the school bus. This practice provides for the safety of all pupils. The only exception to this policy is if the pupil's well-being is in jeopardy unless medication is carried on his/her person. The appropriate release forms can be obtained from the school and must include a statement from the physician that the pupil's well-being is in jeopardy unless he/she carries the medication.