

Administration of Medications
Swartz Creek Community Schools
Gaines Elementary School

The following requirements and guidelines are taken from the Board of Education Policy #5141.1P and # 5141.1R.

Medications MUST BE BROUGHT TO SCHOOL BY THE PARENT OR LEGAL GUARDIAN. Children may not carry medications at any time (this includes over-the-counter medications). Exception: asthmatic children are allowed to carry an inhaler but the parent must notify us that the child may be using an inhaler in school.

Medications MUST BE IN THE ORIGINAL CONTAINER with the written directions of the physician on the container.

Parents/Guardians MUST GIVE US WRITTEN PERMISSION to dispense the medication. Parents must fill out and sign a form that gives school personnel permission to administer the medication (includes over the counter).

Prescribed medication shall be administered during school hours ONLY when the physician decides that the desired effects of the medication cannot be achieved by home administration during other than school hours.

The principal, or the person(s) designated by the principal, may administer medications. Consideration should be given as to whether the student should remain at home or whether the medication can be administered at home before or after school is in session.

Prescribed medications will be stored in a securely locked, designated location at all times. Records of administration and disposal of medication will be kept by the principal or designee.

A summary of each medication administered will be completed at least once every school year and placed in the student's health record (CA-60).

The principal or designee shall be authorized by the parent/guardian to consult with the instructing physician at any time.

The medication shall be delivered in and dispensed from a container that is properly labeled with the name of the medication, name of the patient, the physician, the date of the original prescription, and specific directions for administration.

No more than one month's supply of medication shall be stored at the school.

Written permission must be received from the parent/guardian BEFORE any non-prescriptive medication may be administered.