

MEDICATION POLICY CLAY COUNTY PUBLIC SCHOOL SYSTEM

The following requirements provide school personnel, parents, guardians, students, and health professionals with the guidance necessary to provide safe and proper assistance with medication in schools.

The Alabama Board of Nursing in collaboration with the Alabama State Department of Education developed these requirements.

Assisting students with medication requires the following:

- All medication to be administered at school, whether prescription or non-prescription, **requires written authorization from the parent/guardian and; from the physician/prescriber** (School Medication Prescriber/Parent Authorization Form). **No authorization forms will be faxed to physician's offices for physician signature by the school nurse. Parents are responsible for providing completed (all signatures; parent and physician) authorization forms to the school nurse.**

(1) Prescription Medication: The School Medication Prescriber/Parent Authorization Form includes:

- Name of Student, Date of Birth
- Name of medication with dosage and route (e.g., oral, topical)
- Frequency and time medication given
- Date of the order and the discontinuation date, if applicable.
- Any known drug allergies or reactions

The signed Prescriber's authorization/Parent authorization is required at the beginning of each school year and/or before ANY prescription or **non-prescription medication** can be given at school. If the medication order is changed during the school year (e.g., change in dosage), an additional prescriber authorization/order is necessary. This form is available from the school nurse and the school office.

The parent/guardian or parent-designated responsible adult must deliver ALL (Prescription and/or Non Prescription) medication to the school. Please do not send medicine with your children.

(2) Non-Prescription Medication

No over-the-counter medications will be maintained or provided by school personnel (e.g., Tylenol, Motrin, Pepto-Bismol, Neosporin Ointment, etc.). Non-prescription medications will be administered ONLY to those students whose parents/guardians provide the medication and the signed **Prescriber/Parent** authorization form **including parent and physician signatures.**

(3) Medication Labeling

-Prescription medications: a pharmacy-labeled container is required which includes the student's name, prescriber's name, name of medication, strength, dosage, time interval, route, and date of drug's discontinuation when applicable. **This bottle cannot be sent back and forth to school.**

-Non-prescription medication: an **original unopened, sealed container** of the drug identifying the medication and the entire manufacturer's labeling plus the student's name (written legibly on the container) will be supplied by the parent/guardian.

-Medication provided in a Ziploc bag, aluminum foil, etc. will not be accepted.

-An already opened container of medicine will not be accepted.

-If you have more than one child enrolled in school that require medication at school, each child must have his/her own individual bottle of medicine.

-For over the counter medication, please be sure that the medication is age-appropriate. If the medication is not age-appropriate, the medication will be returned to the parent.

(4) Self-administration of medication: Students may self-administer medication for chronic health conditions provided certain requirements are met:

- The licensed prescriber indicates that self-administration of the specific medication is permitted on his/her signed order/authorization.
- The consent form signed by the student's parent/guardian indicates that the student may self-administer the medication.
- The school nurse is reasonably assured that the student is able to identify and select the appropriate medication, know the frequency and purpose of the medication as ordered, and follows the school self-administration procedures (e.g., safety and security precautions, proper labeling).
- The school nurse has assessed and documented the student's health status and abilities and determined self-administration to be safe and appropriate for this particular student.
- The school nurse has developed and implemented a plan to monitor the student's self-administration of medication, based on the student's abilities and health status.
- The school nurse informs appropriate school personnel and administrators that the student will be self-administering a prescribed medication.
- The school nurse collaborates with school personnel, student, and/or parent/guardian to determine a safe place for storing the medication while providing for student accessibility when the medication is needed. Some medications such as asthma inhalers or emergency injections (e.g., Epi-pens) should be kept "on person" or carried at all times by the student.
- The school nurse evaluates the effectiveness of the plan and modifies as needed.