

SCHOOL MEDICATION POLICY

Parents are encouraged to give medications at home whenever possible. If it is necessary to administer medication to students during school hours, the following regulations will be observed:

1. Medication to be administered by school personnel must be provided in a labeled container from the pharmacy or physician with the student's name, date, medication name, dosage and frequency given.
2. An official consent form must be signed by a parent/guardian. The form will specify what dose the school is responsible for administering, i.e. the noon dose. Medication will NOT be given without this written permission. Medication doses other than the dose listed on the consent form will not be administered, i.e. missed morning doses without communication between the school and parent/guardian.
3. There will be a consent form for each medication.
4. A parent/guardian or designated adult **MUST** deliver the school all medications including refills to be administered by school personnel.
5. All medications brought to the school will be counted and documented on the **Medication Count Form** with two verifying signatures.
6. If there is an increase or decrease in, only the school nurse can take verbal or telephone orders from the healthcare provider. A new prescription label must be received within 24 hours.
7. If there is a change of medication (different medication), a new consent form must be completed.
8. Over the counter medications will be given only when medication is brought in by an authorized guardian. An official consent form must be signed by a parent/guardian.
9. **Medication Administration Logs** will be utilized to document medication administration. The person delegated to administer the medication will sign and time the log.
10. All the medications must be stored in a locked cabinet.
11. Medications can safely be administered up to ½ hour before or after the prescribed time.
12. All consent forms and log sheets will be kept for one year past the last administered date.
13. If a student needs to carry an inhaler(s), a consent form must be completed with the parent indicating approval of self-administering the medication. The inhaler needs to be properly labeled. A **Medication Administration Log** must be maintained.
14. Students will be responsible for reporting to the office for taking medication.

15. Parents are responsible for refills. Parents are urged to keep track of time frame for needed refills.
16. The school office does not supply Ibuprofen or Tylenol for student use.
17. Mitchell Public Schools will not be held responsible for any medication self-administered with or without knowledge.
18. If medication is for emergency use only, such as a bee sting kit, parents must demonstrate proper procedure on the use of the medication kit and leave complete instructions provided by the physician for administration.