

## GUIDELINES FOR THE ADMINISTRATION OF MEDICATION AT SCHOOL

1. Prior to prescription or non-prescription medication being administered to any student the "Authorization and Permission for Administration of Medication" form must be completed and signed by the licensed prescriber and the parent/guardian.
2. Medication authorizations are effective for current school year only.
3. It is the parent/guardian's responsibility to ensure that the licensed prescriber's order, written request and medication are brought to the school.
4. The first dose of any new medication should be given at home whenever possible. The nurse may refuse to administer the first dose of a medication if in her clinical judgment it may compromise the safety of the child while attending school. In this instance the parent would be notified.
5. The school nurse shall review the written order and determine to accept the written order or seek further clarification of the order if necessary.
6. Medication must be delivered to school by a parent/guardian or responsible adult. Medication may also be delivered to school by a pharmacy.
7. Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

**Prescription medication** shall display:

- Students name
- Prescription Number
- Medication Name and Dosage
- Administration route
- Time to be given and/or other direction
- Date of prescription and refill
- Licensed Prescriber's name
- Pharmacy name, address, phone number
- Name or initials of Pharmacist

**Over the counter medication** must be in the original unopened container with the label intact. No medication will be given past the expiration date on the container.

8. Each medication/time will have a separate labeled prescription bottle. For example if same medication is ordered for 2 separate times, a medication bottle for each time is requested.
9. Any changes in dose, time, directions *or discontinuation of medication* must be confirmed from the licensed prescriber *on the "Authorization and Permission for Administration of Medication" form*.
10. Students will be evaluated on an individual basis regarding the need to carry and self-administer an asthma inhaler/Epi-Pen. The parent/guardian must supply the appropriate medication. The student is encouraged to document frequency of use while at school.
11. **For Asthma Medication:** A school must permit a pupil with asthma the self-administration of medication so long as the parent provided (1) written authorization, and (2) a prescription label with the name of the medication, the prescribed dosage and the time or circumstances under which the medication is to be administered.
12. **For Epinephrine Auto-Injectors:** A school must permit a student with allergies the use of an epinephrine auto-injector provided (1) the parent provided written authorization from the student's physician, physician's assistant or advance practice registered nurse (hereafter, "physician"), and (2) the parent provided a written statement from the pupil's physician containing the name and purpose of the epinephrine auto-injector, the prescribed dosage, and the time or circumstances under which the epinephrine auto-injector is to be administered.
13. The parent/guardian will need to pick up the medication at the end of the school year or if the medication is discontinued or changed during the school year. If the medication is not picked up, it will be discarded.