

## What Parents Need To Know About Medication Administration In School

This information is the process to follow to ensure that your child receives their medication when and if it is necessary during the school day.

**Parents and physicians are asked to make every effort to arrange the schedule for administering medications at times other than during school hours if possible.**

- When medications are to be administered during the school day we ***must*** have orders from a physician which specify in writing the **name of the drug, the dose, the frequency and duration of the order** (the duration can not be over 1 year since we need new orders for medication every year).
- You may obtain the required school medication authorization forms from the school nurse or on the district web site under health services.
- **The school nurse is not allowed by law to administer any medication, including over the counter (non prescription medication) or a change in any medication without a physician's order.**
- ***Important!* It is the parent(s)/guardian(s) responsibility to provide the medication to the school if it is ordered by the physician for a known medical condition.**
- The medication must be delivered in and the nurse will dispense from a container properly labeled with the name and strength of the medication; name of the student; name of the prescriber; the date of the prescription; and directions for use.
- **Your school nurse can not accept medications in envelopes, baggies etc.**
- All medications must be delivered to the school nurse by the parent or another responsible adult.
- Self-administration of medicines is limited to those preparations contained in inhalers, epi-pens and insulin. In order for a student to self-administer this medication the student must obtain written authorization to self administer medications from the student's physician, parent or guardian.
- **State regulations require that student medication be picked up by the parent or responsible adult any time it is no longer needed or by the last day of school. If the medication is not picked up, state law requires the nurse to dispose of the medication.**

If you have any questions regarding medication administration in school, your best plan of action is to call and discuss any concerns or questions with the nurse at your child's school.