

Medication: Administering to Students

The Board of Education recommends that medication be administered at home by the parent, guardian, or designee. However, if under exceptional circumstances a child is required to take medication during school hours and the parent or guardian or designee cannot be at school to administer the medication, only the principal or the principal's designee shall administer the medication with a completed medication authorization form in compliance with the following procedures:

- 1) Written instructions signed by the parent or guardian or designee and physician shall be required and shall include:
 - a) Name of student.
 - b) Name of medication, including prescription number, if dispensed by a pharmacy.
 - c) Purpose of medication.
 - d) Time to be administered.
 - e) Dosage
 - f) Possible side effects.
 - g) Termination date for administering the medication.
- 2) The school principal or designee shall:
 - a) Inform appropriate school personnel of the medication.
 - b) Keep a record of the administration of medication.
 - c) Keep medication in a locked cabinet.
 - d) Return unused medication to parents only.
- 3) The parents shall assume responsibility for informing the school principal of any change in the student's health or change in medication.
- 4) The school principal shall retain the discretion to reject requests for administration of medication. No medication, including such medications as Aspirin, etc., shall be administered to students under any circumstance without a completed medication authorization form. Parents should bring prescription medication to the

school. Students cannot transport medication to or from school.