

## **ADMINISTERING PRESCRIPTION MEDICINES TO STUDENTS**

If under exceptional circumstances a student is required to take oral medication during school hours and the parent cannot be at school to administer medications, only the school nurse or the nurse's designee will administer the medication in compliance with the following regulations.

1. All directives of the accompanying policy will be followed.
2. Written orders from the student's parent and physician (if requested) must be on file in the school stating:
  - a. Student's name
  - b. Name of drug
  - c. Dosage
  - d. Purpose of the medication
  - e. Time of day medication is to be given
  - f. Anticipated number of days it needs to be given at school
  - g. Possible side effects
3. The medication must be brought to school in the original manufacturer's labeled container with the ingredients listed and the child's name affixed to the container.
4. An individual record will be kept of such prescription medications administered by school personnel.
5. Medication will be stored in a clean, locked cabinet or container.
6. A permission slip to administer Tylenol to a student when his/her temperature is above 101.5° F. may be submitted to the school by the parent or legal guardian.
7. No more than one month's supply of any medication should be brought to school.

Unless these requirements can be met, medication will not be administered at school.

### **PROCEDURE**

- \* Identify student
- \* Identify medication
- \* Note student's name on bottle
- \* Note date of medication on bottle
- \* Note dosage of medication on bottle
- \* Note instructions on bottle for giving the medication
- \* Compare information on medication bottle with medication record information
- \* Doctor's order should be attached to medication record or noted to be in file
- \* Check to see that the medication has not been given already for that day and time by another person
- \* Administer the medication to the student as directed
- \* Record time the medication was given on student's medication record
- \* Return medication to locked medication storage area

**ISSUED 02/10/97**