

GUIDELINES FOR ADMINISTERING MEDICATION

PROCEDURES:

A copy of the policy and procedures will be given to the parent at the time of their request to administer medication within the school. A copy will also be given to each building principal and secretary.

1. The parent will receive the AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION form from the building secretary upon their request for school personnel to administer medication to their child. The identifying data should be completed by the building secretary at that time.
2. The parent must have the physician complete PART I: PHYSICIAN'S STATEMENT in its entirety. The physician must sign and date this form.
3. The parents must sign and date PART II: PARENTS REQUEST/APPROVAL. The form should then be returned to the building secretary for both prescription and non-prescription medications.
4. The designated school employee(s) must sign and date PART III: DESIGNATED PERSONS ADMINISTERING MEDICATION. Suggested personnel: principal, teacher, building secretary, or aide. All staff administering medication will have the proper dpi training, signed off upon, by the school nurse. Any special procedures or instructions, regarding the administration of the medication, side effects, etc. should be explained to the designee by the parent or physician at this time and documented on Exhibits #453.4(1) and (2).
5. All forms and any medication related information will be kept by the building secretary in a collective "STUDENT MEDICATION FILE" until the end of the prescribed period of time or the end of the school year, whichever comes first. At that time all medication related information will be placed in the respective students behavioral file.
6. The INDIVIDUAL STUDENT LOG OF MEDICATION ADMINISTERED Exhibit #453.4(2) will be maintained by either designee administering medication, whether non-prescription or prescription, each time medication is administered. The form will be kept in the collective "STUDENT MEDICATION FILE" until the order or permission has expired or the school year has ended. It will then be placed in the respective student's behavioral file and a new form should be utilized until the discontinuance criteria above have been met. Note that special precautions listed on Exhibit #453.4(1) should also be listed here.
7. All medications, whether non-prescription or prescription, will be stored in one central location within each school building. That location, will be kept locked at all times. The building principal, secretary, and designee will have access to the key. All medications will be returned to the parent personally or destroyed at parent request when the order or permission is expired or at the end of each school year, whichever comes first.

*not necessary for non-prescription medication