

REGULATIONS FOR MEDICATION ADMINISTRATION

1. A licensed medical physician, dentist or Nurse Practitioner must complete and sign the Administration of Medication Form and, by signing, certify that this medication must be administered during school hours and can be safely administered to this student at school by personnel with no medical training. The parent/guardian must also complete and sign this form. Parent must grant permission for the school nurse to consult as needed with authorized prescriber.
2. Medication must be brought to school by the parent or legal guardian in a container provided by the pharmacy with the label intact, including the student's name; name address and telephone number of pharmacy; prescription number, date of dispensed; directions including route, frequency and other information as indicated; name and strength of drug; name of pharmacist; doctor's name; and cautionary labels if applicable. Parent will cooperate in counting the medication when delivered to school and sign acceptance of count. (Any fraction of a whole pill ordered must be divided by the pharmacist and be in the properly labeled container.)
3. When medication is discontinued, or at the end of the school year, a parent or guardian must pick up any remaining medication. Ten (10) days after the last day of the school session, any remaining medication will be destroyed.
4. A new medication form and medication supply shall be provided each school year. It is the parent's responsibility to make an appointment with the school nurse for an assessment to be performed on the student prior to medications being administered by school personnel. There will be scheduled assessment dates set up prior to the opening of the school year and times may be scheduled with the nurse for those medications that are ordered after the opening of school. *No medication will be administered by school personnel until an assessment is completed by the school nurse. This also must be done each school year.*
5. Students are not allowed to have any medication on their person at any time on school grounds or school bus. Exceptions to this regulation is made only in circumstances where a physician provides medical certification that it is necessary for a student to carry his/her medication to sustain life, and that the student has been properly instructed on its care and use (example: asthma inhalers). A special form is provided for this purpose and must be completed as well as the regular medication form.
6. These regulations apply to all medication, even those which can be obtained without a prescription such as Tylenol, eye drops, medicated chapstick, etc. These drugs will be administered only with a physician signed medication forms and must be in the original sealed package, labeled with the child's name.

7. Medication will be administered during a one hour period established by the school at mid-day. Any medication that must be administered at a time other than mid-day must have a written doctor's statement as to time and reason for administration at that time. No medication will be administered later than forty-five (45) minutes before the close of the school day.
8. The initial dose of a medication shall be administered by the parent outside of school with sufficient time for observation of adverse reactions. Parent shall provide a list of medication that the student (s) receives at home and school.
9. No more than a thirty-five (35) school day supply of medication shall be kept at school.
10. Parent must provide school with operable telephone numbers where they can be reached and a list of other persons who can be notified in case of an emergency.
11. Only oral, inhalant, and topical ointment for diaper rash will be administered by unlicensed personnel at school. Trained personnel may not administer injectable medication except in life threatening situations.
12. All aerosol medication must be in premeasured dosages.
13. All medication at school shall be stored in a secure, locked area.
14. At least three (3) employees at each school must be designated by the principal and attend at least six (6) hours of training on the proper procedures for administering medication.
15. During the time medication is administered, the person administering the medication must be relieved of all other duties.
16. A record or medication log must be completed for each student receiving medication at school.
17. If, through an investigation, a determination is made that the student is in violation of the parish medication policy, the administrator may use any appropriate form of discipline is available including suspension, recommended expulsion, and/or law enforcement.

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