

MEDICATION ADMINISTRATION POLICY

Indiana School Laws allow the school nurse or other designated school personnel to assist students who are required to take medication during the school day. The purpose of this service is to help each student maintain or improve his/her potential for education and learning. The intent of this policy is to provide safe, effective administration of medications for those students who require them.

- Only those medications that must be given during school hours will be administered.
- **Prescription medications** must be accompanied by a medication form completed and signed by the healthcare provider and the parent or guardian. A copy of the original prescription or pharmacy label may be substituted for the signature of the healthcare provider. The form may be faxed to 952-3762.
- **Non-prescription medications** must be accompanied by a medication form that is completed and signed by the parent or guardian.
- Medication forms may be obtained from the nurse's office. A new form must be completed each school year and each medication must be on its own form.
- ALL medications must be FDA-approved and kept in the original container. Prescription medications must be in a pharmacy bottle labeled correctly with the dosage and times to give, matching the physician's order. The student's name must be on the bottle.
- Any change in medication, dosage, or time to be given, must be in written form with the parent and healthcare provider's signature.
- All medications to be used during the school day must be given to the school nurse or her designee at the start of the school day.
- Medications are kept under lock and key and are dispensed by the school nurse or her designee.
- It is the responsibility of the parent/guardian to make sure the medication is delivered safely to the school nurse or her designee.
- Unused medications may be sent home with students in **all grades with a parent/guardian's written consent.**
- If a parent or guardian does not give consent to send the unused medication home with the student, the parent or guardian should pick it up within one week of the last dose or within one week of the end of the school year. Medications left at school after this time will be destroyed in the presence of a witness.