

# BROKEN BOW PUBLIC SCHOOLS MEDICATION REGULATIONS

Administration of Medicine: A school nurse, or in the absence of such nurse, an administrator or designated school employees, may administer medicine(s) to students when authorized in writing by the student's parent or guardian as provided by law.

## 1. General procedures for the administration of medicine:

- a. Written authorization must be on file in the school office before a designated school employee may administer any medication to a student. The parent(s) or the person having legal custody or the legal guardian of a minor may sign the authorization form.
- b. Each school in which any medicine is given shall keep a record of the name of the student to whom the medicine was administered; the date the medicine was administered, the name of the person who administered the medicine and the type or name of the medicine which was administered.
- c. Medicine to be administered shall be kept in the school office, properly stored and not readily accessible to persons other than the persons who will administer the medication.
- d. For incidents or questions regarding the administration of any medication, every effort will be made to contact the parent or guardian.

## 2. Specific procedures for the administration of medicine:

- a. It is the responsibility of the parent/guardian having legal custody of the child to provide any medication to be given at school.
- b. No controlled substances (such as hydrocodone, percocet, tylenol #3) will be given at school without a specific doctor's order stating the med must be given during school hours.
- c. Prescription medicines must be brought to school in the original prescription container labeled with: the date, name of the prescriber, the name of the student, the name and dosage of the medication, directions for administration and the name and phone number of the pharmacy.
- d. Non-prescription medicines must be brought to school in an unopened, original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration, i.e. oral, nasal, side effects/contraindications and other directions as appropriate. The medicine must be age and dose appropriate.
- e. A new authorization form must be completed for any change in medication.
- f. All medication to be given at school must be kept in the school office, regardless of the student's age. Exceptions are made for asthma inhalers or medication for life-threatening conditions, which may be carried by a student **after** the school receives a letter from the parent/guardian and the physician stating that it is necessary for the medicine to remain with the student. Authorization must include that the student has been trained and is proficient in self-administration of the prescribed medication. School personnel shall not be responsible for any adverse reaction suffered by the student as a result of self-medication.
- g. Non-prescription inhalers for asthma will **not** be given at school.
- h. Non-prescription medication that needs to be given daily or longer than the manufacturer's recommendation for use must be accompanied by a physician's written order.
- i. Requests from parents/guardians to change the dosage of any medication beyond that listed on the label will **not** be honored without written confirmation from the physician.
- j. In the absence of **either** the written authorization from the parent/guardian, **or** medication in the properly labeled container, no medication will be administered. Every effort will be made to notify the parent/guardian.