

MEDICATION, ADMINISTRATION TO STUDENTS

POLICY

The Board of Education believes that if any student must be administered medication during school hours or on approved field trips, as prescribed by a physician, then it shall be the practice of the school district to provide adequate controls for the supervision of the administration of such medication. The administration of such medication will be done only upon receipt from the prescribing physician of a letter which shall include the nature of the illness, the name and dosage of the medication prescribed, and a statement that the medication must be administered during school hours, and a letter from the parent(s) (or guardian[s]) specifically requesting that school personnel administer the medication.

PROCEDURE

The building principal (or other personnel as designated by the principal who are qualified/trained to administer prescribed medication) shall control and supervise the administration of prescription medication to students during the school day subject to the following:

1. Administration of medication shall comply with the written directions of the physician as to dosage and time schedule.
2. Medication must be in the original containers as dispensed by the physician or pharmacist and shall be kept in a secure location or on the person of a designated staff person if on an approved field trip (in the event the field trip requires an overnight stay, the designated staff person shall be responsible for securing the medications consistent with this policy) access shall be limited to designated staff.
3. In the event that a parent desires medications, which require refrigeration, to be dispensed during a field trip, the District shall work with the parent to establish a method so that the medication may be maintained at the required temperature.
4. During school, teaching staff will not be required to administer medication but will be involved to the extent that they release pupils to go to the school office on a prescribed schedule.
5. During approved field trips, the staff sponsor qualified/trained shall be responsible for administration of medication only to the extent that such administration is specifically requested by the parent, who shall execute an appropriate release as a pre-condition to the District's undertaking the responsibility to administer the medication. Non-staff chaperones shall not administer medication to students.
6. Recording of the administration of medication shall be kept in a log.

7. Letters furnished by the physician and parent(s) requesting the administration of prescription medication shall be kept in a permanent file.
8. Parents are responsible for ensuring that an adequate supply of medication is on hand at school. The school assumes no responsibility for reminding parents of the need for refilling the prescription.
9. Parents must acknowledge understanding of and agreement with this policy before school personnel administer medication and as a pre-condition to attending an approved field trip if they request that medications be administered to their student.

Adopted 07/01/75; Amended 04/21/94; Amended 03/20/03