

## **MEDICATION GUIDELINES**

### **A. All Medication to Include Over the Counter Medications**

The following are guidelines for the administration of medication by school personnel:

1. The principal or a trained designee may administer medication to a student while at school provided that for each medication, the student's parent or guardian shall provide to the school principal a written statement which shall grant the principal or his designee the permission to assist in the administration of each medication and which shall explain the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. The school principal or the trained school staff designee shall be allowed to assist the student in the administration of such medication.
2. All medication is to be brought to the school by a Parent or Legal Guardian.
3. All medications to be administered by school personnel shall be **received, counted and stored** in original containers. When a medication dose is given to a student, it **must be recorded**. If dosage is not recorded, it will be assumed that the student did not receive the required dose. When the medication is not in use, it shall be stored in its original container in a secure fashion **under lock and key** in a location designated by the principal.
4. Medication Administration Authorization forms must be completed and **signed by parent or guardian and physician** for each medication given and each time any changes occurs.

### **B. Self-Carry Medication**

Once a "Permission for the Medication Administration Authorization" form is completed by the parent, student and physician indicating the need for the student to self-carry a medication is on file at the school, the student may carry the following medications: rescue inhaler, epinephrine, diabetic supplies, and pancreatic enzymes.