

(See reverse for instructions)

DISTRICT PROCEDURES REGARDING MEDICATION TAKEN DURING SCHOOL HOURS

1. Prescription medications must be clearly labeled by a U.S. dispensing pharmacy and contain the following information: (consistent with prescription of authorized licensed health care provider)
 - ◆ Student's full name
 - ◆ Physician's full name
 - ◆ Dose to be administered at school
 - ◆ Time schedule at school – time of day to be administered
 - ◆ Route (i.e. oral, topical, intranasal, etc.)
2. Front of form should also include:
 - ◆ How long medication is to be taken? 1 year or short term: (Date medication is to be discontinued or number of days medication is to be administered.)
 - ◆ Purpose of medication or diagnosis (i.e. indication)
3. In addition to a home supply, parent/guardian may request a second labeled bottle from the pharmacy for school use. Note: Dose, route and duration must be the same on the *Request for Medication to be Taken During School Hours* and on the pharmacy label.
4. Non-prescription (over the counter) medications that have been authorized by this request may be administered at school only if the medication is provided in the original container.
5. *Request for Medication to be Taken During School Hours* must be renewed annually.
6. Parent/Guardian will notify the school nurse or site administrator and provide a new *Request for Medication to Be Taken During School Hours* when there is a change in the student's medication, health status or authorized health care provider.
7. The school administrator or the administrator's designee will assume responsibility for placing the medication in a locked cabinet, storage unit or locked refrigerator.
8. The school administrator, the administrator's designee, or school nurse will assume responsibility for returning unused medication to the parent/guardian at the end of the student's school year.
9. If medication must be taken while a student is on a field trip, arrangements must be made through the school nurse.
10. All injectable medications require special arrangements.
 - a. Injectable medications, such as insulin, used on a regular or as needed basis must be administered by licensed health care providers and require special arrangements.
 - b. Injectable medications, which are to be given on an emergency basis, require special arrangements and training of volunteer school staff by the credentialed school nurse/physician.
11. Each medication requires a separate written authorization.