

Students

Administering Medication

The following principles and procedures will be followed when a parent requests that a student be permitted to take medication at school:

1. The administration of medication to students shall be done only in exceptional circumstance wherein the child's health may be jeopardized without it and only when such administration has been requested and approved by the student's parent(s)/guardian(s) and physician. The type, dosage and purpose of said medication shall be stated.
2. Students requiring medications at school shall be identified to the school by parent(s) or guardian(s) and/or physician. Student observed by school personnel administering unauthorized medications to themselves will be reported to their parents/guardians, teachers and principal.
3. Taking the dosage shall be supervised by the school nurse or other designated school personnel at a time conforming with the physician's indicated dosage schedule.
4. A written statement shall be required of:
  - a. The family physician, who shall indicate the necessity of said medication being given to the student during school hours.
  - b. The parent(s) or guardian(s), who shall request and authorize the designated school personnel to give said medication in the dosage so prescribed by the physician.
5. The parent(s) or guardian(s) will be requested to secure from the physician a prescription for duplicate supplies of the said medication, one supply to be kept at home and one supply to be kept at school. The school principal will designate the person at the school to be responsible for the supply of medication at school. Both supplies shall contain the name and telephone number of the pharmacy, the student's identification, name of the physician and dosage of the medication to be given.
6. Form letters to parents are available to facilitate these procedures.
7. A list of students needing medication during school hours, including the type of medication, when to be given and

Administering Medication (continued)

dosage, will be maintained at the local school in the principal's and/or school nurse's office. This list is to be reviewed and updated quarterly.

8. Under no circumstances are school personnel to provide aspirin or any other patent medicine or nostrum to students.  
(cf. 5131.6 - Drugs, Alcohol, Tobacco)