

ADMINISTERING MEDICINE TO STUDENTS

The Board will not be responsible for the diagnosis or treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not made available to them during school hours. "Medication" will include all medicines prescribed by a physician including over-the-counter drugs such as Aspirin, Tylenol, Anacin, etc.

Before any medication may be administered to or by any student during school hours, the Board will require:

1. The written request from the parent, which will give permission for such administration and relieve the Board and its employees of liability for administration of medication.
2. The written order of the prescribing physician, which will include the purpose of the medicine, the dosage, the time at which or the special circumstances under which medication is prescribed, and the possible side effects of the medication.

Both documents will be kept on file in the office of the school nurse. The procedures for the administration of medication are:

1. All medications will be administered by the school nurse, the principal or their designee.
2. Medications will be securely stored and kept in their original labeled container.
3. The school nurse will maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of the medication, and a notation of each instance of administration.
4. All medications will be brought to school by the parent and shall be picked up by the parent at the end of the school year or the end of the period of medication, whichever is earlier. All medication not picked up within 15 days of that period will be discarded.