

JHCD-R - ADMINISTRATION OF MEDICATION/TREATMENT

General Policies:

1. A parent/guardian should deliver to the school all medications to be administered by trained school personnel or to be taken by self-medicating students. In extenuating circumstances, the medication may be delivered by another adult provided that school personnel are notified in advance by the parent/guardian of the arrangement and the quantity of medication being delivered to the school.
2. The medication must be in a pharmacy or manufacturer labeled container, with the student's name, dosage and frequency noted on the container. School personnel receiving the medication should document the quantity of medication delivered.
3. Access to stored medication is limited to school personnel authorized to supervise medications. All medication will be stored in a securely locked cabinet used exclusively for medication.
4. Parents/guardians may retrieve the medication from the school at any time.
5. No more than a 30 school day supply of the medication for a student should be stored at the school. Medication may be picked up on or before the last day of school or one week after the last dose.
6. Parents /guardians must complete the proper authorization form in the school office before medication can be administered at school.
7. No prescription or over the counter medications are to be kept in lockers or desks. All medication must be turned into the office.
8. Parents/guardians are encouraged to arrange medication schedules out of school or bring the medication to school and administer the medication to their child.
9. School personnel are not allowed to accept prescriptions from a pharmacy for a student or for home delivery. Please make other arrangements.

Assistance with Self-Administration:

A student may be responsible for taking his/her own medication with or without assistance after school personnel have determined that the following requirements are met:

1. The student, school personnel and parent/guardian enter into an agreement which specifies the conditions under which medications may be taken.
2. The student should be able to identify the appropriate medication, knows the frequency and time of day for which medication should be taken.

3. School personnel follow a procedure for documentation of self-administration of medication. School personnel will provide visual observation to ensure compliance, recording whether medication was or was not taken.
4. With parent/guardian and student permission, as appropriate, school personnel may inform appropriate teachers and administrators that the student is taking a medication.

Documentation and Record Keeping:

1. Parent/guardian authorization form.
2. Daily log-dosage, date, time, signature of school personnel.
3. Record amount of medication brought to school.
4. Medication error form-failure for a student to take appropriate medication, incorrect time frame, correct dosage, route or student.

Parents will be notified in the event of an error.

Over the Counter Medication:

The same guidelines for prescription medications apply to over the counter medications. The only exception to this is cough drops.

Cough drops will be allowed in elementary school providing the parent sends a signed and dated note with the cough drops. This note must also include the dosage and length of time the cough drops will be taken. (Lemon drops and mints are candy and are not allowed in school.) Cough drops will be kept in the classrooms. High school students may have cough drops.

Out of School Activities:

All attempts should be made to assist a student to take an authorized medication prior to a planned field trip. If a medication must be taken while a student is outside of the school, the same procedures should be followed, as though the student is in the school. A designated adult should be responsible for safe storage, handling and assistance with the medication, in accordance with the authorization form.

Adopted: Before 2009

Revised: July 13, 2009