

PROCEDURE FOR MEDICATION at SCHOOL AND FIELD TRIPS

The administration of prescribed medication and /or medically-prescribed treatments to a student during school hours or will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program. This also applies to field trips since it is an extension of the school day.

The guidelines required by the **Board** before prescribed medication or treatment may be administered to any student are as follows:

1. The **Medication Administration Record (MAR)** must be completed by the **prescribing physician and parent**. This document may be obtained from the school nurse or the school web site and **must be** on file at their school for the current school year. **Only 1 form for each medication.**
2. Medication must be in the original container, with the prescription label on the bottle or box. The medication in the bottle must be the correct dose that is indicated on the label.
3. Medication must be brought to school by the parent or legal guardian. **No student is permitted to bring in their own medication.**
4. Only a 5 day supply will be permitted to be stored at school.
5. The School must be informed of **any changes** made to the original prescription (i.e. dosage, time of administration or type of medication). **This change must be accompanied by a new Medication Administration Record, and a new prescription bottle or label.**

The guidelines required by the **Board** before non-prescribed medication may be administered to any student are as follows:

1. The **Request for Assistance in the Administration of Non-Prescribed Medication** form must be completed by the parent or legal guardian.
2. The form can only be used for **one week**.
3. The guidelines from above (2 through 4) must be followed.
4. If the student requires an over the counter medication, for longer than one week, the above guidelines for prescribed medication must be followed.
5. **Only high school students** are permitted to carry over the counter medication for minor aches and pains. It must be in the original bottle and can only be for their own personal use.

Students who are asthmatic and use an inhaler may keep their inhaler with them **only** if they have the **Student Asthma Action Plan** form on file in the school office. This form must be signed by the physician and legal guardian. **This also applies to athletes needing their inhaler before any school sponsored sport activity.**

Students who have life threatening allergies requiring the use of an Epi Pen **must** have an **Allergy/Anaphylaxis Action Plan** completed by their doctor. If they are allowed to carry their Epi Pen then, **by law**, a second Epi Pen must be brought in, as a backup, and kept in the school office.

Students who are diabetic and take insulin are required to have their physician complete a **Medical Management Plan** before they begin the school year, and to update it whenever there is a change in their diet or insulin.

Students with Seizure Disorder requiring emergency medication at school must have their physician complete the **Seizure Action Plan**. The medication must be brought in by the parent.

All forms are available in the school nurse's office, or on the school website under Forms.

These required forms must be renewed for EVERY NEW SCHOOL YEAR.