



MEDICATION GUIDELINES FOR ADMINISTRATION AT SCHOOL - General

When a student requires medication, the primary responsibility for administering the medication rests with the parent. If your Healthcare Provider (HCP) determines that medication is necessary during school hours, the following procedure must be followed:

- The HCP's order must be fully completed on the reverse side of this form. This order is required for both prescription and non-prescription medication.
- The parent must complete the Parent Authorization portion on the reverse side of this form.
- Medication must be brought to school by a parent or responsible adult designee.
- The medication must be in its currently-dated prescription bottle with specific instructions for administration.
- Orders on the prescription container must coincide with the order as written by the HCP.
- The medication order must be completed annually or whenever a medication or medication dosage is changed.
- If a medication is discontinued, a parent or adult designee is required to pick up the remaining medication or to authorize the school nurse to dispose of it.
- Medication will be administered under the direction of the nurse serving your student's school.
- When necessary, the school nurse will contact the prescribing HCP to clarify the medication order or to consult with the HCP regarding the student's reaction to the medication.
- A parent or responsible adult designee must pick up medication at the end of the school year. All medication not picked up at the end of the school year will be discarded.

Asthma Medication Requirements

- A General Medication form signed & dated by the student's HCP and parent OR a copy of the pharmacy prescription label containing the name of the rescue medication, the prescribed dosage, and the time and circumstances under which the medication is to be administered must be submitted to the school nurse.
- All medication prescription forms must be dated within the current calendar school year.
- Rescue inhalers require a pharmacy prescription label containing the name of the medication, the prescribed dosage and the time and circumstances under which the medication is to be administered.
- Inhaler expiration date must be clearly marked.

Self-carry/Self administration for quick acting asthma inhaler or Epinephrine auto-injector

- Student should be independent in the use and management of asthma medication.
- Completed Parent/Guardian Authorization Form for self-carry/administration of a quick acting inhaler and/or epinephrine auto-injector is required from the student's parent or guardian.
- Rescue inhaler requires a pharmacy prescription label containing the name of the medication, the prescribed dosage and the time and circumstances under which the medication is to be administered OR a General Medication Form signed and dated by a Health Care Provider.
- Epinephrine auto-injector requires a completed Emergency Action Plan form with signature of Health Care provider.
- Students are encouraged to keep an extra inhaler or epinephrine auto-injector in the school health office.