GLENDALE SCHOOL DISTRICT

SECTION: PUPILS

TITLE: USE OF MEDICATIONS

ADOPTED: January 8, 2008

REVISED:

	210. USE OF MEDICATIONS
1. Purpose	The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed or over-the-counter medication to a student during school hours in accordance with the direction of a parent/guardian or family physician 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 available during school hours. The district encourages parents/guardians and physicians to minimize the prescribing of medication to be taken during the school day. Medications will be expected to be given before and after school hours whenever possible.
2. Definition	For purposes of this policy, **medication** shall include all medicines prescribed by a physician and over-the-counter medicines such as aspirin, Tylenol, Ibuprofen, cough medicine, etc.
3. Authority SC 510 Title 22 Sec. 12.41	Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication and the written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.
4. Delegation of Responsibility	The Superintendent or designee, in conjunction with the head nurse, shall develop procedures for the administration and self-administration of students' medications. All medications shall be administered by the school nurse or designee, or self-administered by the student upon written request. All district employees involved in administering or supervising of self-administration of medication shall receive appropriate training from the school nurse before performing this responsibility.

	Building administrators and the head nurse shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.
5. Guidelines	The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications. <u>Prescription Medicine</u> If a physician requires prescription medication to be administered during a school day, or in an allergic response situation where the doctor recommends an over-the-counter medication, an Authorization for Medication During School Hours form must be completed by the physician and signed by the parent(s)/guardian(s) before medication can be given in school. Prescription medication brought to school must be in a properly labeled container from the doctor or pharmacy. The label must include the student's name, physician's name, date of prescription, name of medication, the dosage, and the frequency of administration. No medication will be administered from an unmarked container. The supply of prescribed medication brought to school must be kept in the nurse's office in a locked cabinet. Written documentation of the administration of medication will be kept by the school nurse. The parent/guardian of an elementary student is requested to personally bring the medication to the school. The medication and authorization form must be presented to the school nurse or principal's designee. Elementary students are not permitted to carry any medication on school buses. High school students are permitted to carry prescription medications to school on school buses. The medication and authorization form must be presented to the school nurse or the principal's designee upon arrival at school. <u>Over-The-Counter Medication</u> There will be no over-the-counter medications administered within the school district without the completion of an Authorization for Medication During School Hours form by the parent/guardian and in certain cases the physician. Short-term use of the over-the-counter medications require the completion of the form by parents/guardians and physician. Only a daily dosage of an over-the-counter medication should be brought in on any given day.

School Code 510, 1402	<u>Student Self-Administration</u> To self-administer medication, the student must be able to: 1. Respond to and visually recognize his/her name. 2. Identify his/her medication. 3. Measure, pour and administer the prescribed dosage. 4. Sign his/her medication sheet to acknowledge having taken the medication. 5. Demonstrate a cooperative attitude in all aspects of self-administration.