

# MEDICATION REGULATION/PROCEDURE

Whenever possible, parents are requested to administer needed medication at home. When necessary, students with prescription medication may take it at school under the supervision of designated school personnel. In addition to parent's written permission, any medication which must be taken by the student at school, even aspirin, etc., must be prescribed/authorized by a doctor or licensed prescriber.

If more than one medication is prescribed, a separate form must be submitted for each

The physician will write the following instructions on the medication form (provided by the school):

1. Name of medication
2. Exact dosage
3. Reason for medication
4. If more than one medication is prescribed, state clearly in which order they should be given
5. Time medication is to be administered
6. Clear, simple terminology should be used, not medical abbreviations
7. "Repeat as necessary" is unacceptable. If medicine needs to be repeated, the exact conditions for this must be specified.

All medications (prescription or non-prescription) are to be delivered to the school by a parent.

The prescription label must match the physician's order. The parent/guardian will sign a permission form and a release responsibility statement. No school employee shall proceed with the administration of any medicine or treatment until the employee determines that all written clearances have been reviewed and are on file in the school clinic. For safety of the student, the first dose of any new medication should be administered at home with the supervision of the parent/guardian.

Each school should keep a log book with consecutively numbered pages in which the administration of medicine is recorded in black ink, showing the time and date of the administration, the name of the student, the kind and quantity of medication, and the name of the prescribing physician and the signature of the school employee administering the prescription.

Parent's and physician's/licensed provider's authorization must be renewed each school year.

Medication **WILL NOT** be allowed to be transported back and forth by the students.

Amount of medication delivered to school by parent/guardian is to be documented by the school employee and witnessed by the delivering parent or guardian.

**FOR STUDENTS WITH ASTHMA:** Same as above. According to code 22.1-274.2, students may carry their inhaler under the condition that the school has been provided authorization from their physician giving approval that the student is determined capable of self administration of the medication. School form is available to provide to physician.

**FOR NON-PRESCRIPTION MEDICATION:** Same procedure as prescription medication, with the exception that it is necessary to have the pharmacist's label on the bottle or container. The medication **must be in the original sealed container**. Absolutely **NO** medication will be administered from a bottle whose seal has been broken. The bottle should be tagged with the student's name, without covering the name of medicine and directions for administration.

Parents are notified at the end of the school year of remaining medications at the school. Medicines will be **destroyed** if not picked up by the parent/guardian by the date given to them.

I, the parent of \_\_\_\_\_, have read, understand, and will adhere to the above procedure of medication administration in Colonial Heights Public Schools.

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_