

Students

Administrative Procedure - Dispensing Medication

Actor	Action
Parent(s)/Guardian(s)	<ol style="list-style-type: none"> <li>1. Ask the child’s physician, dentist, or podiatrist if a medication, either prescription or non-prescription, must be administered during the school day. “Medications” includes an epinephrine auto-injector (“EpiPen®”) and asthma inhaler medication.</li> <li>2. If so, ask the health care provider to complete a “School Medicine Authorization Form.” This Form will provide information and dispensing instructions to the school, including side effects, if any. <b>The school will not store or dispense any medication unless this form is completed and given to the school. Your child or ward will not be allowed to possess asthma medication on school grounds unless this form is completed.</b> If a student is on a medication indefinitely, the parent(s)/guardian(s) must file a new “School Medication Authorization Form” every year.</li> </ol>
Parent(s)/Guardian(s)	<ol style="list-style-type: none"> <li>1. Bring the medication to the school office. However, if the medicine is prescribed for asthma, a student may keep possession of it for immediate use at the student’s discretion.</li> <li>2. Bring prescription medication to the school in the original package or appropriately labeled container. The container shall display: <ul style="list-style-type: none"> <li>• Student's name</li> <li>• Prescription number</li> <li>• Medication name/dosage</li> <li>• Administration route and/or other direction</li> <li>• Date and refill</li> <li>• Licensed prescriber's name</li> <li>• Pharmacy name, address and phone number</li> <li>• Name or initials of pharmacist</li> </ul> </li> <li>3. Bring non-prescription medications to school in the manufacturer's original container with the label indicating the ingredients and the student's name affixed.</li> </ol>
Parent(s)/Guardian(s)	At the end of the treatment regime, remove any unused medication from the school.
School Office Personnel	Provide a copy of these procedures, as well as a “School Medication Authorization Form,” to inquiring parent(s)/guardians(s).
School Office Personnel	<ol style="list-style-type: none"> <li>1. Whenever a parent/guardian brings medication for a student to the office, summon the school nurse.</li> <li>2. If the school nurse is unavailable, accept the medication, provided the parent/guardian also submits a completed “School Medication Authorization Form” and the medication is in the appropriate container. Put the medication in the appropriate locked drawer or cabinet. Tell the school nurse about the medication as soon as possible.</li> </ol>

Actor	Action
School Nurse (certificated school nurse or non-certificated registered professional nurse)	<ol style="list-style-type: none"> <li>1. Ensure that parent/guardian who brings medication for his or her child/ward has complied with the parent's/guardian's responsibilities as described in this administrative procedure.</li> <li>2. In conjunction with the licensed prescriber and parent(s)/guardian(s), identify circumstances, if any, in which the student may self-administer the medication and/or carry the medication.</li> <li>3. Store the medication in a locked drawer or cabinet. However, if the medicine is prescribed for asthma, a student may keep possession of a <u>rescue inhaler</u> for immediate use. Medications requiring refrigeration should be refrigerated in a secure area.</li> <li>4. Plan with the student the time(s) the student should come to the nurse's office to receive medications.</li> <li>5. Document each dose of the medication in the student's individual health record. Documentation shall include date, time, dosage, route, and the signature of the person administering the medication or supervising the student in self-administration.</li> <li>6. Assess effectiveness and side effects as required by the licensed prescriber. Provide written feedback to the licensed prescriber and the parent(s)/guardian(s) as requested by the licensed prescriber.</li> <li>7. Document whenever the medication is not administered as ordered, as well as the reasons.</li> <li>8. If the parent(s)/guardian(s) do not pick up the medication by the end of the school year, discard the medication in the presence of a witness.</li> </ol>
Building Principal	<ol style="list-style-type: none"> <li>9. Supervise the use of these procedures.</li> <li>10. Perform any duties described for school office personnel, as needed.</li> <li>11. Perform any duties described for school nurses, as needed, or delegate those duties to appropriate staff members. Teachers and other non-administrative school employees, except school nurses, non-certificated and registered professional nurses, shall not be required to administer medication to students.</li> <li>12. Make arrangements, in conjunction with the parent(s)/guardian(s), supervising teachers, and/or bus drivers for the student to receive needed medication while on a field trip. Unless these arrangements can be made, the student must forego the field trip.</li> </ol>

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30.

Reviewed: December 19, 2005  
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