

## Students

### Administrative Procedure - Dispensing Medication

Person Responsible	Action
Parents/Guardians	<p>Ask the child’s physician, dentist, or other health care provider who has authority to prescribe medications if a medication, either prescription or non-prescription, must be administered during the school day. “Medications” includes an epinephrine auto-injector and asthma inhaler medication.</p> <p>If the child’s health care provider determines that the child requires the administration of medication during the school day then the parent/guardian and the health care provider must complete a “Medication Authorization Form.” Medication Authorization Forms are available on the District website and in individual school offices.</p> <p><b>Medication Authorization Form must be completed and given to the school before the school will store or dispense any medication and before your child may possess asthma medication or an epinephrine auto-injector at school.</b> If a student is on a medication indefinitely, a new “Medication Authorization Form” must be provided to the school prior to the first day of student attendance each school year.</p> <p>Bring the medication to the school office. If the medicine is for asthma or is an epinephrine auto-injector, a student may: (i) self-carry the medicine only if authorized to self-carry pursuant to the Medication Authorization Form; and (ii) self-administer the medicine only if authorized to self-administer pursuant to the Medication Authorization Form.</p> <p>Prescription medication must be provided in the original package or an appropriately labeled container. The container shall display:</p> <ul style="list-style-type: none"> <li>Student’s name</li> <li>Prescription number</li> <li>Medication name and dosage</li> <li>Administration route and/or other direction</li> <li>Dates and Refill</li> <li>Licensed prescriber’s name</li> <li>Pharmacy name, address, and phone number</li> <li>Name and initials of pharmacist</li> </ul> <p>Non-prescription medication must be provided in the manufacturer’s original container with the label indicating the ingredients and the student’s name affixed.</p> <p>At the end of the treatment regime, or the end of the school year, pick up any unused medication from the school.</p> <p>If your child has asthma, respond promptly to school nurse request for asthma action plan from the child’s medical provider each year.</p>

<b>Person Responsible</b>	<b>Action</b>
School Office Personnel	<p>Provide a copy of these procedures, as well as a “School Medication Authorization Form,” to inquiring parents/guardians.</p> <p>Whenever a parent/guardian brings medication for a student to the office, summon the school nurse.</p> <p>If the school nurse is unavailable, accept the medication, provided the parent/guardian submits a completed “School Medication Authorization Form” and the medication is packaged in the appropriate container.</p> <p>Put the medication in the appropriate locked drawer or cabinet. Tell the school nurse about the medication as soon as possible.</p>

<b>Person Responsible</b>	<b>Action</b>
<p>School Nurse (certificated school nurse or non-certificated registered professional nurse)</p>	<p>At least one month prior to the first day of student attendance each school year, send notice to parents/guardians by U.S. mail outlining procedures for dropping off medications, Medication Authorization Forms, and, for parents/guardians of children with asthma, requests for asthma action plans.</p> <p>Provide copies of a child’s asthma action plan to appropriate school staff who interact with the child on a regular basis.</p> <p>Refrain from contacting a child’s health care provider without prior written authorization from the child’s parent/guardian, except in emergency circumstances.</p> <p>Ensure that a parent/guardian who brings medication for his or her child has complied with the parent/guardian’s responsibilities as described in this administrative procedure.</p> <p>Permit students to carry and/or self-administer medication for asthma or an epinephrine auto-injector only if, and to the extent, authorized in the Medication Authorization Form.</p> <p>Store the medication in a locked drawer or cabinet. A student may keep possession of medication for asthma or an epinephrine auto-injector if authorized in the Medication Authorization Form. Medications requiring refrigeration should be refrigerated in a secure area.</p> <p>Plan with the student the time(s) the student should come to the nurse’s office to receive medications.</p> <p>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.</p> <p>Assess effectiveness and side effects as required by the licensed prescriber. Provide written feedback to the licensed prescriber and the parent/guardian as requested by the licensed prescriber with prior written authorization of the parent/guardian.</p> <p>Document whenever the medication is not administered as ordered along with the reasons.</p> <p>Prior to the end of each school year, send notice to parents by U.S. mail outlining procedures for picking up any unused medication.</p> <p>If the parent/guardian does not pick up the medication by the end of the school year, discard the medication in the presence of a witness.</p>

<b>Person Responsible</b>	<b>Action</b>
School Principal	<p>Supervise the use of these procedures.</p> <p>Perform any duties described for school office personnel, as needed.</p> <p>Perform any duties described for school nurses, as needed, or delegate those duties to appropriate staff members. No staff member shall be required to administer medications to students, except school nurses, non-certificated and registered professional nurses, and administrators.</p> <p>Make arrangements, in conjunction with the parent/guardian, 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.</p>

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

Approved: January 15, 2009

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