

# Dowagiac Union Schools

## **Administration of Medication in the School Setting Procedure for Parent/Guardian**

Definition: “Medication” includes both prescription and non-prescription medications and includes those taken by mouth, taken by an inhaler, which are injectable, applied as drops or ointment to eye or nose, applied to the skin, or any other form prescribed by a physician.

### Procedures:

1. Parent/guardian must receive Medication Request and Authorization form from the school. This document must be signed by the parent/guardian and completed by a physician or authorized prescriber. This document must contain the name of the student, date of birth of the student, name of medication, dosage, time to be administered, route to be administered and duration of administration.
2. **Medications can only be transported to and from school by a parent, guardian or pre-approved adult.**
3. All medication must be brought to school in a labeled container or box as prepared by a pharmacy, physician, or pharmaceutical company and must contain a label from one of the above agency with the student’s name, dosage, frequency of administration, and/or time of administration. The label on the medication container or box must match the information written by the prescriber on the medication authorization form.
4. All medications will be stored in a locked location with access only to those delegated to administer medications.
5. The amount of any controlled substance/medication received (Ritalin, etc.) will be counted immediately in the presence of the adult transporting the medication to verify amount of medication being brought to school. This information must be documented on the medication administration log and signed by both individuals counting the medication.
6. Changes to the medication dosage or time of administration will not be instituted without the written instructions from the physician or authorized prescriber after the initial request.

7. Prescription and medication supply renewal is the responsibility of the parent/guardian.
8. Medication Request and Authorization Form must be signed by the parent/guardian and completed by the physician/authorized prescriber at least annually.
9. Medication left over at the end of the school year needs to be picked up by the parent/guardian within one week of the students' last day of school. Parent/guardian will sign the medication administration log to verify that the medication has been picked up. All medication not picked up within two weeks by parent/guardian will be discarded or destroyed.
10. At any time your student has any adverse or allergic reaction to the medication, you will be notified immediately and if necessary 911 will be called.
11. Students may be authorized to carry their medication with them and self-administer it if the following are met:
  - a. It is understood by the parent/guardian that the school staff will not supervise, monitor, or maintain records for self-administered medication.
  - b. The parent/guardian and physician/authorized prescriber have determined that the student is capable and responsible to self-administer his/her medication and have been provided adequate instructions for this.
  - c. The parent/guardian and the physician/authorized prescriber have provided written permission and instructions on the Medication Request and Authorization Form. **This form must specifically state the child is allowed to carry the medication on him/her.**
  - d. The student's classroom teachers must be notified that the student is carrying and self-administering medication.
  - e. Any misuse of a medication that violates district policies, such as selling or giving away of medications will result in revocation of the self-administration privileges as well as subject to disciplinary actions outlined in the student handbook. Building administrators/school nurse may disallow self-administration if he or she deems it necessary for the safety of the student population. Parent/guardian and physician/authorized prescriber will be notified immediately for both situations.