

MUHLENBERG SCHOOL DISTRICT
Medication Administration Policy

Dear Parents or Guardians:

To insure your child's good health and safety, the Board of Directors of the MUHLENBERG SCHOOL DISTRICT has established the following policy, which governs the administration of medication to the pupils during school hours.

1. Administering medication:

Whenever possible, medication should be given to your child before or after school. If this is not possible, only the licensed school nurse or his/her licensed designee are authorized to administer medication to the students.

2. Licensed Prescriber/Parents Permission:

You as the parent/guardian must provide a written order from a licensed prescriber for the prescribed medication. The licensed prescriber must indicate the student's name, name of the medication, the dosage, the time and dates to be given, possible side effects, any special care needed for the medication, the termination date for administering the medication and the licensed prescriber's signature. This request is valid for one school year. The parent or legal guardian must also provide written permission to have the school administer the medication. (See attached Medication Authorization sheet.)

3. Medication transport to school:

A responsible adult shall bring all medication to school, except in situations in which the parents, licensed prescriber, and school nurse believe that it is the best interest of the student that he or she carries the medication. If parent is unable to bring the medication to school the parent will need to sign a statement giving the child permission to transport the medication to school. The medication must be in its original container.

4. Check In Procedure:

The school nurse shall record the date the medication is brought in and count and record the number or amount of medication received from the parent or student.

5. Original Container/Dosage:

All medication must be received in the original labeled container, which should include the student's name, name of the licensed prescriber, name of the medication and exact medication administration instructions. The school shall not administer expired medications. It is the responsibility of the parents to notify the school nurse of any changes to the original prescription label. All medication shall be stored in a secure locked and clean cabinet at all times.

6. Self medication/Students medication responsibility:

Students shall not administer any medication to themselves except when the licensed prescriber, the parent or legal guardian and school nurse agree in writing that it is necessary and appropriate. An example of permissible self-medication administration would be the use of an asthma inhaler. It shall be the student's responsibility to come to the nurse's office at the appropriate times for medication unless a physician indicates in writing the student is unable to do this. The school nurse or licensed designee will make an effort to locate student and remind them to take their medication

7. Documentation:

The school nurse shall keep a separate medication administration record for each student. All records shall be deemed a permanent part of the student's records and shall be confidential, except as disclosed to other staff members on a need-to-know basis only.

Revised 6/10

MUHLENBERG SCHOOL DISTRICT

AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS

If your child must received medication during school hours, this medication must be sent to the school under the following conditions:

- ✓ The medication must be received in the original container labeled with the child’s name, the name of the medication, name of the licensed prescriber and the exact medication administration instructions. All medications are stored in the school nurse’s office. It is the student’s responsibility to go to the nurse’s office at the correct time for administration of the medication.
- ✓ All medication shall be transported to school by a responsible adult and be given to the school nurse. In a situation where the parent/guardian is unable to transport the medication to school, the parent will need to sign a statement giving their child permission to transport the medication to school. Depending on the maturity of the student, specific medication as in the case of asthma inhalers and epipens, may be self-administered upon recommendation of the licensed prescriber, parent, and the school nurse.

The licensed prescriber must complete the following:

1. Patient’s Name _____
2. Diagnosis _____
3. Name of Medication _____
4. Dosage/Route _____
5. Time _____
6. Date of order _____ Discontinuation date _____
7. Special Instructions _____
8. Possible side effects _____
9. Other medications the student is currently taking _____

I certify that it is imperative that the medication prescribed above be taken during school hours. I recommend self-medication. YES NO _____Initials

 Licensed Prescriber Signature Date

 Print Licensed Prescriber’s Name Phone #/ Fax #

This statement will confirm that I desire my child to receive mediation during school hours as stated above. Intending to be legally bound hereby, I do release, discharge, and agree to indemnify and hold harmless the MUHLENBERG SCHOOL DISTRICT, it’s agents, and administration of the above medication to my child and from any and all illness or injuries resulting there from.

I give my permission for my child to transport their medication to and from school.
 YES NO _____Initials

 Signature of Parent or Guardian Date