

MEDICATION POLICY AND PROCEDURES

Personnel of the Lebanon Special School District will not routinely administer medication of any form. Medication will be administered in unique situations, as determined by the principal and/or school health nurse, and limited to those required during school hours and where as the child's health is dependent upon medical aid.

The following guidelines shall be followed within the district's medication policy:

- All medication must be brought to the principal's office by the parent/guardian in the original pharmacy labeled container;
- All medication requires parental consent;
- All prescription drugs given in school shall be prescribed by a licensed medical provider;
- Prescription medication brought into school must have a signed doctor's order and parental consent. The form will be available at each school;
- The following written information is required by the medical provider before the administration of medicine by school personnel
 - Child's name
 - Name of medication
 - Name of physician and phone number
 - Time to be administered
 - Dosage
 - Any known possible side effects
 - Termination date for administering medication
 - Parental/guardian permission
- Medication will only be administered by the principal, school nurse, or principal's designee;
- Each dosage of medication administered shall be documented with the initials* of the person administering or assisting the child in self-administration (*signature kept on file);
- Children are not to self-administer drugs at any time without parental consent, school system personnel supervision, and appropriate authorization from a health care provider (if prescription);
- Children are not to carry medications of any kind on their person with the exception of asthma inhalers, Epi-Pens or insulin delivery systems with written permission from a parent and authorization by a medical health care provider;
- Any long-term prescription medication being administered at school must be reviewed at least annually by the licensed medical provider, and any changes shall have written authorization from the medical provider;
- All **non-prescription drugs** are encouraged to be given by an alternative dosage schedule to minimize medication in school; however, parents/guardians may provide written request for with the following requirements:
 - Child's name
 - Name and signature of parent/guardian and phone numbers (home and work)
 - Name of medication, dosage, route to administer, frequency and time to administer (any medication identified as to give "as needed" shall require a phone call to parents prior to administration);
 - Discontinue date
 - Reason medication is needed
 - Medication in small unopened bottle
- The school system retains the right to reject the request for administering non-prescription medications;
- School nurses will monitor the administration, documentation, and storage of all medications on a regular basis; and
- The parent is responsible for picking up any unused medication at the end of the treatment or at the end of the school year. Any medications not picked up shall be destroyed.