

SCHOOL DISTRICT OF JOHNSON CREEK BOARD OF EDUCATION POLICY	POLICY: 453.4
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**Administering Medication to Students**

1. Students requiring medication at school shall be identified by parents/guardians to the building principal. The principal, in turn, shall assume responsibility for designating school personnel in writing to administer medication to students. This does not prohibit the student from assuming the responsibility him/herself with the approval of his/her parent(s)/guardian and physician. Students are prohibited from possessing more than a daily dose in school. Authorized school personnel shall be given appropriate medication administration instruction.
2. After identification of the student, the properly designated representative for the school shall make a parental contact to identify the type, dosage and purpose of the medication.
3. Prescription medications shall not be administered without written statements from:
  - a. The student’s parent(s)/guardian, who shall request and authorize the designated school personnel to give medication in the dosage prescribed by the physician.
  - b. The physician, who shall provide guidelines to designated school personnel regarding the administration of the prescribed medication and identify specific conditions and circumstances in which contact should be made with the physician concerning the conditions or reactions of the student to the prescribed medication.
4. When administering medication to students, school authorities must be provided with a properly labeled container. All medication shall be kept in a locked cubicle or other safe place at school. The label on the bottle shall contain the name and telephone number of the pharmacy; the students’ identification; name of physician; name of the medication; and, the dosage to be given. Taking the medication shall be supervised by persons designated by the building principal at a time conforming with the indicated schedule.
5. Recordkeeping – It is important that an accurate and confidential system of recordkeeping be established for each student receiving medication.
  - a. It is advisable to have in the principal’s office a list of students needing medication during school hours, including the type of medication, the dose and the time to be given. This list should be reviewed periodically.
  - b. The classroom teacher and other school personnel may be asked to record unusual behavior of the student on medication.

- c. An individual record for each student receiving medication shall be kept, and will include the dosage, effects, changes, continuance or discontinuance.
  - d. All medication administration, written instructions and consent forms shall be reviewed periodically by the principal.
6. Non-Prescription Medication – Designated school personnel will administer non-prescription medications with written parental consent and instructions. This does not prohibit the student from assuming the responsibility him/herself with the approval of his/her parent(s)/guardian. Students are prohibited from possessing more than a daily dose in school.
7. Emergency Situation – In an emergency situation, someone should be instructed to call 911 and the student’s parent(s) or guardian.

Adopted: 3/14/01  
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