

Board Policy

Code No. 507.2E1

ADMINISTRATION OF MEDICATION TO STUDENTS

Dear Parent:

In response to a number of inquiries, this letter addresses itself to the procedures to be followed so that prescribed medication can be given to children during school hours. We hope that the following will make clear the responsibilities of both parents and school personnel in this matter.

1. If it becomes necessary for your child to be medicated at school, please send a signed parental authorization giving school personnel permission to administer the medication along with any necessary instructions.
2. Send, or bring, the prescribed medication to the school office in the original prescription container. The original container should be marked with:
 - Date prescribed
 - Child's name
 - Name of medication
 - Dosage to be given
 - Time it is to be given
 - Name of prescribing physician
 - Date after which no medication should be administered.

The original prescription container will represent the physician's request for administration of prescription medication.

3. All medication will be given by the school nurse when she is present in the building. In her absence, medication will be given by the trained designee/principal.
4. "Over the counter" medicines (aspirin, cough syrups, vitamins, etc.) will only be administered by school personnel with a doctor's order.

If you have questions or concerns, please call the school nurse or principal in your student's building.

Principal

School Nurse

Approved: October 17, 1988

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May 18, 1998
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