

## Board Policy

Code No. 507.2R1

### **ADMINISTRATION OF MEDICATION TO STUDENTS REGULATION**

Parents may request school personnel to supervise and/or administer prescribed medication to students. When this is the case, the medication must be sent to the school office in the original prescription container, with the child's name, date, name of medication, dosage, administration instructions and name of physician. The Parental Authorization and Permission for Administration of Medication consent needs to be filled out and must accompany the medication.

The medicine to be administered is placed in a secure place, either in the nurse's office or with the building secretary. The school nurse administers all medication unless the nurse is not present in the building at the time or student is on a field trip. If this is the case, the medicine is then given by the trained designee/principal.

A medication administration record is maintained in the student information system. Documentation includes student name, medication, dose, date, time, route, name of person administering medication, unusual circumstances, and how they were reported.

*Approved: October 17, 1988*

*Reapproved: February 6, 1995  
May 18, 1998  
April 6, 2004  
March 5, 2007*

*Revised: July 20, 1992  
May 7, 2001  
August 6, 2012  
May 4, 2015*