

MEDICATION GUIDELINES

A. All Medication

The following are guidelines for the administration of medication by school personnel:

1. The principal or a trained designee, administer medication to a student while a parent provides a written statement of the name, dosage, frequency, and expiration of each medication and which staff member is to be provided during the school day, including when the student is away from school premises. The school principal or the trained school staff member shall be responsible for the safekeeping of the medication. All medications shall be administered by school personnel shall be recorded. If dose is not recorded, it will be assumed that the student did not receive the required dose. When the medication is not in use, it shall be stored in a secure container.
2. All medication is to be brought to the school by the parent or Legal Guardian.
3. All medications shall be administered by school personnel shall be recorded. If dose is not recorded, it will be assumed that the student did not receive the required dose. When the medication is not in use, it shall be stored in a secure container.
4. Medication administration authorization forms must be completed and signed by parent or legal guardian.

B. Self-Care Medication

Self-Care Medication

parent, student