

## Authorization to Administer Over-The-Counter Medication

Student \_\_\_\_\_

Grade \_\_\_\_\_

**Instructions**

- No over-the-counter medication will be given to students without written permission from parent/legal guardian.
- Over-the counter (nonprescription) medications shall be provided in the manufacturer’s original packaging and must have the manufacturer’s label identifying the medication, its ingredients, dosing recommendations, possible drug interactions and/or warnings in addition to the student’s name printed on the container.
- Any instructions to administer an over-the-counter medication in a manner inconsistent with the manufacturer’s recommended instructions must be ordered by a physician.
- All over-the-counter medications will be stored in a locked cabinet in the school health office.
- Any over-the-counter medication given more than ten times in a one-month period will require a physician’s order to continue the medication.
- A new consent form needs to be completed for each school year.

**COMPLETION BY PARENTS**

<b>Medication</b>	<b>Dosage</b>	<b>Duration of request</b>
<b>Directions</b>		
<b>Indication (reason) for medication:</b>		
<b>Medication</b>	<b>Dosage</b>	<b>Duration of request</b>
<b>Directions</b>		
<b>Indication (reason) for medication:</b>		

- ✓ I hereby give my permission for the District Nurse or authorized school personnel to give the medication to my child according to the directions stated above.
- ✓ I give my permission to the District Nurse to contact the student’s physician to report any adverse reactions or side effects.
- ✓ I further agree to hold the Hartland/Lakeside School District, and the above identified person(s) harmless in any or all claims arising from the administration of this medication or the performance of this procedure at school.
- ✓ I agree to notify the District Nurse of the termination of this request or when any change in the above orders are necessary.

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Daytime Telephone:** \_\_\_\_\_

## Guidelines for Administering Over the Counter Medications to Students- Key Points

### Procedure for Medication Consent

1. A medication consent form must be completed and submitted to the health room prior to any medication being administered by school personnel.
2. The written instructions must include the student's name, medication to be administered, dosage, frequency and duration. Medication that is "taken as needed" must include specific conditions under which it is to be administered.
3. A new consent needs to be completed at the start of the school year or when a prescription changes (dose, frequency, etc).

### Delivery and Storage of Medication

1. The safest and most secure method of transportation is for parents to deliver refills to the school health room.
2. All **Schedule 2 controlled substances** must be delivered by an adult, and shall be counted and logged on the medication administration record.
3. Medications shall be sent in a pharmacy-labeled or original manufacturer's container with the
  - Student's name
  - Name of the drug
  - Dose
  - Frequency/time of administration
  - Mode (method) of administration
  - Directions
  - Date of expiration
4. Prescription medication samples provided by the physician are not acceptable, due to the lack of labeling as described above.
5. The District Nurse will establish a system to ensure the safe storage and administration of medication that is to be administered by school personnel.
6. Upon completion of the course of medication, any unused medication shall be sent home/ picked up by the parent/guardian. The District Nurse, upon the completion of the school year, will dispose of unclaimed medications.

### Procedure for Field Trips

The District Nurse shall determine which medications will be sent on a school-sponsored field trip, to include:

- Scheduled medications to be administered during the time of the field trip
- Emergency medications (i.e. Epinephrine auto-injectors, diabetic supplies and medications)
- "As-needed" medications that are specifically prescribed by a physician (inhalers, migraine medications, etc.)
- Over the Counter medications that are used as part of an individual's Emergency Action Plan (i.e.: diphenhydramine)

### Communication of District Policy

Medication policies, procedures, and forms shall be available to parents/guardians upon request. Additionally, medication policies, procedure, and forms shall be available in school handbooks and on the District website, [www.hartlake.org](http://www.hartlake.org).