

GUIDELINES FOR ADMINISTERING MEDICATIONS AT SCHOOL

Dear Parents/Guardians:

Because of the increasing number of medications being brought to school, we would like to review the Rice Lake Area School policy with you. Call the school nurse if you have questions.

MEDICATIONS BROUGHT TO THE SCHOOL OFFICE TO BE ADMINISTERED BY SCHOOL STAFF

If you wish to have school personnel administer medication to your son/daughter, you must follow this policy or the medication will not be administered.

1. Bring it in the original container from the pharmacy, properly marked with student name, medication, dose, and frequency. Health Services requests you bring in one bottle for school administration and a second bottle for field trip administration. If the pills must be cut in half, have the pharmacist do it.
2. The parent must complete the medication form. If it is a prescription medication, the physician must sign permission also. Blank forms are kept at the clinics, local hospital, at the school office, and on the school district website.
3. New permission forms must be completed annually or when there are any changes in the medication.
4. The parent is responsible for instructing the student to come to the office for the medication, where it is kept in a locked area.
5. It is helpful for the school nurse to know who is taking medication. Please write this on your emergency card at the start of the school year or call the school nurse. During school hours, all controlled substances should be given in the office at all ages. This includes most ADD/ADHD medications, cough syrups, and narcotics.
6. No medication will be administered without these instructions being followed!
7. To ensure the safe arrival of medication to and from school, we ask that each parent/guardian transport medications. Exceptions are made for life-saving medications such as asthma inhalers or Epipens.
8. Please pick up medication at school within two days of the end of the school year or it will be destroyed.
9. Discuss with your physician the possibility of medication being given while your child is at home.
10. Only FDA approved medication will be dispensed.

MEDICATIONS KEPT BY THE STUDENT

For the student who will have any medication in his/her possession and will administer his/her own, we ask that you notify the school nurse giving the child's name, name of medication, dosage, and time he/she will be taking the medication. Students should carry single doses only in the original prescription or retail bottle. The school nurse may discuss this with the parent/guardian and student to make sure that administration is safe and appropriate.

EMERGENCY MEDICATIONS

For the following emergency medications, injectable epinephrine, rectal valium, and glucagon, emergency medical services will be called whenever they are administered at school.

THANK YOU