

FORT ZUMWALT SCHOOL DISTRICT MEDICATION ADMINISTRATION GUIDELINES

The school district recognizes that some students may require medication for chronic and short-term illnesses during the school day to enable them to remain in school and participate in their education. Medication administration shall be restricted to *necessary* medication(s), which cannot be given on an alternative schedule. Please note the following guidelines:

- I. **Prescription Medication:** (See Prescription Medication Form)
 - Medication must be supplied in a current properly labeled container from the pharmacy which includes:
 - 1) Name of student
 - 2) Name of medication
 - 3) Dosage
 - 4) Schedule of administration
 - 5) Date purchased
 - 6) Physician's name
 - Medication must be accompanied by a physician's order, which should state:
 - 1) Name of student
 - 2) Name of medication
 - 3) Dosage
 - 4) Schedule of administration
 - 5) Route of administration
 - 6) Physician signature
- II. **Non-Prescription (Over-the-Counter) Medication:** (See Over-the-Counter Medication Form)
 - Medication must be supplied in a properly labeled original manufacturer's package
 - The school nurse will follow the directions on the label of the medication; therefore, the medication must be age-appropriate for children
 - Written request must be provided by the parent/guardian stating the medication, dosage, schedule of administration, and reason for giving medication

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- ⇒ **First doses of any medication will not be given**
 - ⇒ **All medication orders must be renewed each school year**
 - ⇒ **No medications (excluding inhalers) will be sent home on the bus! Parents must come to the school clinic to pick up any leftover medication. Any medication left in the clinic at the end of the school year will be discarded**
 - ⇒ **A student's physician shall provide the school with a written request that a student be allowed to self administer medication during school hours. Any student found to be carrying medication on his/her person, without the knowledge of the nurse, may be subject to disciplinary action.**
 - ⇒ **It is the right and obligation of the registered nurse to question medication orders that the nurse deems potentially inappropriate and to verify the validity of any medication order. Acceptable dosage ranges will be determined by the recommended dosage ranges in the Physicians' Desk Reference. It is also the right of the nurse to refuse to give any medication that he/she feels does not meet the above criteria. The parent/guardian will be notified if the request to dispense medications is denied for any reason.**