

## RECOMMENDED GUIDELINES FOR MEDICATION ADMINISTRATION IN SCHOOL

The purpose of administering medications in school is to help each student maintain an optimal state of health that may enhance his/her educational plan. The medications required during school hours are necessary to provide the student access to the educational program.

The intent of these guidelines is to reduce the number of medications administered in school. The reduction in the amount of medication dispensed ensures safe administration to those students who require them.

### **GUIDELINES:**

1. All medications, including non-prescription drugs given in school shall be prescribed by a doctor. A written order from the prescribing doctor must be provided with name of the medication dosage and time intervals that the medication is to be taken.
2. Medication must be brought to school in the original package or appropriately-labeled container. Over the counter medication shall be brought in with the manufacturer's original label and the students' name affixed to the container.
3. Written parental/guardian consent is to be placed on file requesting that the medication be given during school hours.
4. The administration of medication to students in school is managed by the school nurse. All questions regarding this policy can be made by contacting the nurse at the appropriate campus.

Central Campus	815-462-2259
East Campus	815-464-4144
West Campus	815-717-3545