

RANDOLPH SOUTHERN STUDENT MEDICATION PROCEDURES

* All medication shall be administered in accordance with Indiana State Statute.

* Written authorization/instructions by parent or legal guardian must accompany every medication that is to be given during school hours. Authorization forms are available in the school office. Authorization must include:

Name of student to be taking the medication

Name of medication

Dosage (amount to be given)

Time/Frequency (hour @ which medication is to be given)

Length of time which medication is to be given

* A written order by a physician as well as written parent authorization must be provided for all prescription medication. The physician's instructions must include:

Name of student to be taking the medication

Name of medication

Dosage (amount to be given)

Route of administration

Time/Frequency (hour @ which medication is to be given)

Duration of administration

* Whenever a change in medication, dosage, and/or frequency occurs, parent/physician authorization must accompany the new medication.

* Students with a chronic disease / medical condition may possess and self-administer medication if the following conditions are met:

1) The student's parent/guardian annually files authorization with the student's principal for the student to possess and self-administer the medication

AND

2) A physician annually states in writing that the student has a disease or medical condition for which the physician has prescribed medication, the student has been instructed in how to self-administer the medication, and the nature of the disease / medical condition requires emergency administration of the medication.

* Medication that is possessed by a school for administration during school hours or at school functions may be released to the student's parent or to an individual who is eighteen(18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

* A school may send home medication that is possessed by a school for administration during school hours or at school functions with a student only if the student's parent provides written permission for the student to receive the medication.

* All medications (prescription and nonprescription) will be kept in an appointed, secure area in the nurse's office.

* All medication must be brought to school and kept in the original container.

Nonprescription medication must be brought in the purchased container and labeled with the student's name and unexpired date.

Prescription medication must be brought in its original container bearing the pharmacy label, student's name, unexpired date and written instructions of a physician.

- * School personnel will maintain a record of all medications administered during school hours.

- * School personnel will inform parent/guardians of any circumstances resulting in medications not being given during school hours.