



*Building Excellence  
Health Services*

### ***Medications at School General Guidelines***

It is the policy of the Baldwin County Public Schools that the registered professional school nurse be responsible for medication administration in the school setting. The primary intent is to administer medication to students diagnosed with chronic medical conditions.

The school system encourages parents to give medication taken one to three times a day to be given at home to prevent disruption of the students learning. For example, when a student has medication ordered daily, the medication should be given at home. Medication prescribed three time a day should be given at home, just before leaving school, upon return home in the afternoon, and at bedtime. The only exception to this schedule is medication that must be given before or with meals. Parent must administer the first dose of the medication. Exception: in the case of need for emergency drugs such as Diastat and Glucagon.

Over-the counter medication is permissible but discouraged. The school nurse may administer over-the-counter medication without a physician's authorization. The parent/guardian permission is required for over-the-counter medication. The medication must meet all guidelines as outlined in the State Department of Education's Medication Curriculum.

In the event of an emergency involving medication the school will handle the problem as any other medical emergency. See anaphylaxis's guidelines.

### **Parent's Responsibility**

- Parent/Guardian must notify the school nurse if your child needs medication.
- Parent/guardian must have the child's physician complete and sign the Alabama State Department of Education School Medication Prescriber/Parent Authorization.
- Parent is required to sign the Medication Prescriber/Parent Authorization form only after the form has been completed and signed by the child's physician.
- Parent/guardian must provide the school with medication that is in a correctly labeled prescription bottle container (student's name, prescriber's name, name of medication, strength, dosage, time interval, route, and date of drug's discontinuation when applicable).
- Medications will only be accepted in the original container.

- Parent/guardian must provide the school with a new, signed prescriber/ parent authorization form at the beginning of each school year and/or before any prescription medication can be given at school.
- If the medication order is changed during the school year (i.e., change in dosage), an additional prescriber authorization/order is necessary.

### **Student's Responsibility**

- Student must not deliver medications to school.
- Students must have a signed order/authorization form from a licensed prescriber and signed parent/guardian permission to self-medicate and carry medication on person i.e. EpiPen, asthma inhalers, insulin.
- Students who have met the criteria to self-medicate will be able to identify and select the appropriate medication, know the frequency and purpose for the medication ordered, and follow the school's self-administration procedures.
- School nurse is responsible for final authorization to self-administer and/or self-carry.
- Student will notify their teacher/nurse on the onset of any distress or allergic reaction.

### **Supply and Delivery of Medications**

- Parent/guardian or the parent designated responsible adult must deliver all medication to the school nurse or other school personnel as designated by the principal.
- Parent/guardian shall pick up student's unused medication (when the medicine is completed, out of date, or at the end of the school year). The school nurse or designated school personnel will destroy medications not picked up by the parent/guardian in a timely manner.
- Parent/guardian shall provide nonprescription medication in an original, unopened, sealed container of the drug, identifying the medication and the entire manufacturer's labeling plus the student's name (written legibly on the container).
- Parent shall provide over-the-counter medication, such as Tylenol, in smallest container available.
- Over-the-counter medicines that exceed manufacture guidelines will not be administered without a physician order.