

Medication Administration

The Lennox School District recognizes that some students need to receive medication during the school day and during school activities. The School Board permits medication to be given in school or while involved during a school activity only when the student's health and continuing attendance so requires and when the medication is administered in accordance with policy and regulation.

We encourage medication administration to be arranged outside of school hours, if possible. If medication administration is absolutely necessary during school hours, please follow these guidelines:

1. Our policy states that all medication will be given before lunch (i.e. insulin) or at noon. For liability reasons, we cannot give morning doses, or those that should be taken at 3:00 or 3:30 pm. If a child has a condition that requires medication to be given other than at noon, a physician's statement as to the reason why and signature are required.
2. Medication trained personnel will assist students with an over-the-counter medication (i.e. Tylenol, Ibuprofen, etc.) when a Medication Permission Form is completed. Over-the-counter medication must be in the manufacturer's bottle. **Parent/guardian will need to supply all medication.**
3. Parents must complete and sign a *Medication Permission Form* for each medication they want the school to assist with (see other side). If there is a change in medication, the caregiver must fill out another form. **Absolutely no medication may be given without this medication permission form filled out and signed by both the parent and the child's physician. It is the responsibility of the child to come to the office to take his/her medication.**
4. Parents of students in Junior K-6th grade must deliver the medication to the school nurse or unlicensed assistive personnel. Students in grades 7-12 may transport medication from home to the school nurse or unlicensed assistive personnel. Medication must be in a container provided by the pharmacy- with the identifying name and phone number of the pharmacy. The label must contain the name of the medication, date prescribed, child's name, the dosage, and the physician's name and number. Your pharmacist can give you an extra medication bottle if medications need to be administered at school. A medication form is needed for both long term and short term medications. For example, antibiotics that are given for a short period of time will need a form completed. Nebulizer treatments will also need to have a Medication form completed.
5. Any student with asthma or anaphylaxis may carry and self-administer medications if a physician states they are capable of self-administering the medication. Your school's office has the consent forms available.
6. All medications will be locked in a secure location in the school office. The school nurse or medication trained school personnel will promptly count and document all medications received.
7. Medication administration will be supervised by qualified personnel, i.e. health staff or by other appropriate staff, trained in the administration of medications.
8. Staff assisting with the administration of medications shall maintain an individual record of medications dispensed and notify parents immediately of any observed reaction to the medication or if the child misses a dose.
9. The caregiver may retrieve the medication from the school at any time; however, the medication will be destroyed if it is not picked up within one week following the termination of the order or within one week after the close of school.
10. Parents of students in grades 7-12 have two options for medication administration:
Option 1: Medication trained staff administer prescription and over the counter medications. Parents must fill out a medication permission form before any medication will be given. **A physician signature is required if medication trained staff will be administering prescription or over the counter medications.** All medications must be in the prescription bottle provided by the pharmacy or the manufacturer's container for over the counter medications.
Option 2: Students in grades 7-12 may carry and self-administer medications. Parents/guardians must fill out a permission form for prescription and over the counter medications. A physician signature is required for prescription medications. Parent signature is required for over the counter medication. Possession is limited to the dose(s) necessary for one day. Medication must be stored in the student's locker in the bottle provided by the pharmacy or the manufacturer's container.