

## Sample Medication Policy

- Ideally, medications should be given at home. We recommend that medication be scheduled by parents and physicians so that students do not have to take medicine during the school day. If a student requires medication during the school day, the following criteria **must** be met:
- No medications—prescription or non-prescription—will be administered by school personnel without a written authorization form completed by both an individual licensed by the State of California to prescribe medication and by the parent/guardian. The form, ***Physician’s Order for Administration of Oral Medication by School Personnel***, is available in the school office, from the school nurse, or online at our website.
- The required documentation for administration of medication includes:
  - Name of student
  - Name of medication
  - Condition for which prescribed
  - Possible side effects
  - Dosage including amount and time to be given and for how long (number of days)
  - Qualified healthcare professional’s name, signature and phone number
- Prescription drugs must be brought to school in a pharmacy-labeled bottle that contains instructions on how and when to administer the medication. Over-the-counter drugs must be received in the original container and will be administered according to the physician’s written instructions.
- Medications with documentation should be brought directly to the office or school nurse by the parent or guardian.
- School personnel will NOT supply any medication, only administering that provided by parents with the above noted physician’s and parent’s documentation.
- A medication log form will be maintained by school personnel for each medication required by the student.
- No medications—either prescription or over-the-counter—are to be carried by students any time while on campus or on a school-affiliated activity or trip with the following **exceptions**:
  - Students identified with the possibility of life-threatening medical emergencies may need to carry medications such as:
    - Asthma inhalers
    - Insulin
    - Severe allergic reaction kits (EpiPens)
    - Anticonvulsants
  - Students are only allowed to carry and self-administer medication with the signed consent of the physician, parent and student. The ***Self-Medication Administration Consent Form*** is available in the school office or from the school nurse.

In fairness to those administering medications and to protect the safety of students, there will be no exceptions to this policy.