



Subject: Medication Administration During School Hours

Dear Parent/Guardian:

School Board Policy states that schools may not give any prescription or over-the-counter medication(s) to children during school hours unless a *Physician and Parent Medication Authorization Form* is completed by a licensed health care provider and the parent/guardian. This form can be obtained at the school office and on the school district's website (www.yourcharlotteschools.net). All medication authorization forms are valid for the current school year only. Any changes in the type, dosage, and frequency of medication administered will require a new *Physician and Parent Medication Authorization Form*. At no time will a student be allowed to carry prescription or nonprescription medication on his/her person unless prior arrangements have been made between the school nurse, principal, parents/guardians, and the student.

If at all possible, the medication should be scheduled to be given before and/or after school rather than during school hours.

Prescription medications given at school must be provided in original containers with original pharmacy labels. Have the pharmacy fill your prescription in two (2) labeled containers so there is proper labeling at home as well as at school. The labels must include: name of student, name of drug, directions concerning dosage, time of day to be taken, name of prescribing licensed health care provider, and date of prescription. A prescription label may be used as the licensed medical physician's order and instructions with a completed parent section of the *Physician and Parent Authorization Form* for only three (3) school days. After that time, a completed *Physician and Parent Authorization Form* must be received by the school nurse in order for the medication to be continued to be given at school.

A licensed health care provider must prescribe all over-the-counter medication including herbal remedies and the appropriate *Physician and Parent Authorization Form* must be completed. Nonprescription (over-the-counter) medications must be received in the **original container** and labeled with the student's name.

School personnel should be informed of any side effects or complication which may result from taking the medication.

Parents are responsible for seeing that adequate supplies of the medication are provided for the school.

Students may not bring the medication to school. Medication(s) must be brought to school by an adult.

Medication Policy

Charlotte County Public Schools recognize a student may have an illness that does not prevent him/her from attending school but which does require a FDA approved medication by a licensed medical physician for relief or cure. Parents should be giving medications and/or treatments at home. The only exception being, when in a physician determines in writing that the administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

The following rules must be observed:

- An adult must transport all medications to and from school. All medication must be received by the school nurse or a principal's designee and be delivered in the original container, labeled with the student's name, name of drug, directions concerning dosage, time of day to be taken, physician's name, and date of prescription. The school nurse (or the principal's designee) and the adult, who transported the medication, will count the number of tablets in the medication bottle upon intake and it will be documented in EMR in the student's individual *Medication Administration Tab*. **Controlled substances/medications will be counted weekly:**
 - At no time will a student be allowed to carry prescription or nonprescription medication on his/her person unless prior arrangements have been made between the school nurse, principal, parents/guardians, and the student;
 - The parent or guardian must provide a completed *Physician and Parent Authorization Form* for administration of medication in school for each prescribed medication in order for it to be dispensed to a child. A prescription label may be used as the licensed medical physician's order and instructions with a completed parent section of the *Physician and Parent Authorization Form* for only three (3) school days. After that time, a completed *Physician and Parent Authorization Form* must be received by the school nurse in order for the medication to be continued to be given at school;
 - A Physician, Advanced Registered Nurse Practitioner, or Physician Assistant must prescribe all over-the-counter medication such as Tylenol, supplements including herbal remedies and the appropriate *Physician and Parent Authorization Form* must be completed;

When medication is not in use, it will be stored in its original container or in approved pill envelopes in a locked storage area.

Those medications requiring refrigeration will be kept in a locked box in the health center refrigerator;

- The student is responsible for coming to the School Health Center at the appropriate time for medication, although the school nurse will be responsible for monitoring compliance;
- School personnel should be informed of any side effects or complication which may result from taking the medication;
- It is the parent's' responsibility to notify the school nurse of changes in medication schedules and to complete the appropriate forms, if necessary. When the medication order expires or is completed, the signed *Physician and Parent Authorization Form (5330 F1)* will be stored electronically.

Parents/Guardians must pick up all medications prior to the end of the school year. Medications stored over winter and spring break will be kept in a locked, storage area. When a parent withdraws permission for the medicine to be administered, it will be documented in student's EMR (Electronic Medical Record) and the medication sent home with the parent or discarded. A new physician form will be needed to reinstate the medicine.

Questions and/or concerns should be directed to the Supervisor of District Health Services at 255-7480