

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 except, when in a physician's opinion, it is deemed vital that it be given during school hours.

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 received in the medication bottle and it will be documented in FOCUS in the student's individual *Medication Administration Tab*;
- 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 parents' 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* will be stored electronically in FOCUS in the *Medication Administration Tab*.

The parent 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 FOCUS in the student's individual *Medication Administration Tab* and the medication sent home with the parent or discarded. A new physician form will be needed to reinstate the medicine; and,

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

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