

To: Parents and Guardians of Alcester-Hudson Students
From: Amber Harris, School Nurse
Topic: Administration of Medication – 2017-2018 Guidelines

Guidelines for Administration of Medications – According to guidelines recommended by the State Department of Health, the following procedures were implemented on November 9, 1998 concerning prescription medications, which need to be given during school hours.

1. An order for the prescription medication signed by the physician must be provided at the time the medication is brought to school.
2. A form signed by a parent/guardian consenting to the administration of all medications during the school day must be on file at the respective school. This form consists of the following:
 - a. Student's name
 - b. Date
 - c. Diagnosis of student's illness or condition, if known
 - d. Name of medication to be administered.
 - e. Amount of medication and the time of administration
 - f. Method of administration
 - g. Duration of treatment
 - h. Precautions/reactions to observe or report
3. ~~A parent/guardian or designated responsible adult should deliver to the school all medications to be administered by school personnel. If this medication is to be delivered to the school by another adult, the school must be notified by the parent ahead of time.~~
4. ~~No more than a thirty (30) school day supply of medications should be stored at the school.~~
5. ~~Medication provided to school employee by parent/guardian must be in the original container from the pharmacy.~~

In order to insure the safety of all our students, we ask that you cooperate with us in these new guidelines.

~~Over the Counter Medications:~~ A student in **grades 7-12** may bring enough non-prescription medication to school for one day. This medication does not need to be brought into the office but ~~must be kept on their person~~ (not in their locker or in an unattended book bag or coat). The student may use the medication as needed. Students are not to provide medications to another person without the permission of the school nurse or a school administrator.

Penalty for having any prescription medication in school that has not been presented to the school office by an adult may include suspension or expulsion.

Students in grades Preschool-6: All medications, prescription and non-prescription, ~~must be brought to school by a parent/guardian and kept in the school office.~~

Alcester-Hudson Community School #61-1

Authorization and Release for Medications

I hereby request and authorize officials at ALCESTER-HUDSON SCHOOL to supervise the below stated medication for:

Student's name _____

Date _____ Grade _____

As Prescribed by Dr. _____

Medication _____ Dosage _____ Time _____

Method: Oral _____ Topical _____ Inhalation _____

Reason Child Is Taking Medication _____

Precautions and Reactions to Observe and Report _____

I understand that the school district and individuals involved will not be held liable from any adverse effects of the medication.

I understand the medication shall be provided in a bottle showing the name and telephone number of the Pharmacy, the student's name, Physician's name and dosage of the drug to be taken.

Date

Parent/Guardian Signature

Date

Phone call from Parent/Guardian

Call received by: _____