

## STUDENT MEDICATION

Dear Parent,

The following guidelines have been established regarding medications at school.

- All prescription and over-the-counter medication must be FDA approved and will be kept in the nursing office, unless a student has written physician permission to possess and self-administer the medication according to IC 20-8.1-5.1-7.5.
- Any medicine to be administered to a student shall be brought by the student's parent/guardian to either the principal's or the school nurse's office where it will be kept in a secure place. The medication will be administered to the student by the school nurse or a person designated by the school nurse or designated by the school principal. No medication will be allowed to be transported to or from school by students. The student's parent/guardian or an individual who is at least 18 years old and is designated in writing by the student's parent is responsible for bringing the medication to school.
- Written instructions from the parent/guardian are required for all prescription and OTC medications. The instructions must include: name of medication, reason for medication, amount to administer, and time to be administered. OTC medication amounts must be age appropriate per product label, and may not be given more frequently than stated on label except with physician prescription.
- Pharmacy and OTC medications must be in the original container affixed with a current pharmacy or package label.
- Medication ordered three times a day or less should be given before and after school and at bedtime. Prescription medication with a specific time ordered that is during school hours will be given as directed.
- Students are not permitted to carry medication including aspirin, Tylenol, Advil, etcetera on his or her person, in purses, pockets, backpacks, vehicles, lockers, etcetera. The exception to this rule shall be an inhaler when the use of an inhaler has been approved by the school nurse and a written note or prescription from the student's doctor accompanies the inhaler. No student may keep an inhaler in his or her possession without the knowledge of the school nurse.
- Medications must be picked up in the school office, and will be released to the parent or a designee who is at least 18 years old with written permission from the parent. OTC & Controlled substances (stimulants, prescription pain medications, anxiety medications, etc.) can NOT be sent home with a student. These should also be brought in by a parent or guardian.
- Cough drops will be considered OTC and students should not be self-administering them at school. These should come to the nurse's office as well.
- Students with diabetes should have a medical care plan from their doctor on record at the beginning of each school year.
- Students with asthma should have a medical form for permission for inhalers, whether kept in the office or self-administered, signed by doctor and parent at the beginning of each school year.

In order for us to administer the medication please ensure all required information is filled in. Any missing information will prevent us from being able to give the medication.

Student Name:	Date:
Teacher:	Grade:
Name of Medication	
Condition for which it is to be given:	
Dosage (amount) to be given:	
What time it should be given:	
Comments:	

Parent/Guardian Signature: \_\_\_\_\_