



## **BETHANY SCHOOL MEDICATION POLICY**

The Nurse and School personnel are prohibited from giving any medication to a student without written permission of a parent or guardian. In the case of a prescription medication, the written order of a licensed prescriber is also required. When it is necessary for medication to be administered during school hours the following procedures must be followed:

### **Prescription Medications**

If your child would need a **PRESCRIPTION MEDICATION** during nurse's office hours (8:00 - 4:00 M-F):

- \* A **MEDICATION ADMINISTRATION FORM** (on the school website) must be completed **by the licensed prescriber and parent**. The form must be submitted to the school nurse before any medication will be administered. This form provides the licensed prescriber's order, parent permission, and medical information required by law.
- \* A separate form is required for each medication. New forms must be submitted each school year and for each change in medication, dosage, and/or time.
- \* The school nurse and designated school personnel will administer all medication in accordance with safe practices and prescriber's instructions.
- \* To ensure the safety and health of all students, students may not carry or administer their own medication. The only exceptions are for asthma inhalers, Epi-Pens, and Insulin. Authorization for students to carry and self-administer these specific medications must be given by the licensed prescriber and parent on the **MEDICATION ADMINISTRATION FORM**. The student must also review self-carry procedures and sign a self-carry contract with the nurse.
- \* Medication must be received in the original container in which it was dispensed. **A parent/guardian must bring medication to the nurse**. The nurse and parent/guardian will count the medication together and signatures of both are required. **Children are not permitted to bring any medication to school**. These procedures apply to the removal of medications, as well.

### **Over-the-Counter Medications**

We have two options available for **Over-the-Counter Medications** should your child need one during nurse's office hours (8:00 - 4:00 M-F):

- 1) **Clinic Stock Over-the-Counter Medications** - Standard medications which the school has in stock
- 2) **Non-Clinic Stock Over-the-Counter Medications** - Over-the-Counter medications which the school does not keep in stock

For all Over-the-Counter Medications, the following apply:

- If your child has a change in his health status, recent illness/injury, or a new drug allergy diagnosis, the parent is required to notify the school nurse as soon as possible. We may need to work together to set up a health care plan for your child.
- Over-the-Counter medications will only be administered in the dose indicated on the original medication packaging. If your child would need a dose *that exceeds* the package recommendations, an order is required from a licensed prescriber on the **MEDICATION ADMINISTRATION FORM** (see Prescription Medication section above)

### Clinic Stock Over-the-Counter Medications

- Select Over-the-Counter Medications may be administered to students at the discretion of the school nurse with the permission of the parent. A [Clinic Stock Over-the-Counter Medication Form](#) (on the school website) must be completed by the parent/guardian and submitted each school year (one medicine and child per form). Prior to administering a medication, the Bethany School nurse (or designee) would also need to reach a parent (or parental designee) for approval to dispense medicine at that time. If we are unable to obtain approval, no medication will be given. The dosage will be confirmed at this time per package instructions.
- The school keeps a supply of frequently requested over-the-counter medications such as: acetaminophen, Ibuprofen, Benadryl, Tums, and others. These stock medications are listed on the [Clinic Stock Over-the-Counter Medication Form](#).

### Non Clinic Stock Over-the-Counter Medications

- Should a student need over-the-counter medications other than those the school keeps stocked, these medicines must be supplied by the parents and kept in the nurse's office. They must be accompanied by a [Non Clinic Stock Over-the-Counter Medication Form](#) (on the school website) and include the parent's signature.

### Field Trip Medication Administration

- The [Clinic Stock Over-the-Counter Medications](#) will not be taken on field trips.
- Appropriate doses of [Non-Clinic Stock Over-the-Counter Medications](#) which have been provided by parents (in their original containers and with the proper [Non Clinic Stock Over-the-Counter Medication Form](#)) will be sent with teachers on field trips.
- Prescription Medications will be given as directed on the [MEDICATION ADMINISTRATION FORM](#) on file. For Overnight Field Trips, it will be necessary for parents to obtain a new [MEDICATION ADMINISTRATION FORM](#) for medicines which need to be dispensed at times or dose levels which vary from those on the form on file.

### Storage of Medications

Medications are stored in the clinic in a locked area. While on field trips, medicines are carried by an adult chaperone. No medications are stored at school over the summer. Any remaining medications not claimed by the last day of school will be destroyed.

Please direct any questions to the Bethany School Nurse, Krista Lands, RN ([lands@bethanyschool.org](mailto:lands@bethanyschool.org) or 771-7462 ext 106).