

COMMUNITY UNIT SCHOOL DISTRICT 300
PROCEDURE FOR ADMINISTRATION OF MEDICATION

Prior to the District's administration of any medication, the District shall have on file a medication program for the involved student prepared by the student's attending licensed prescriber in compliance with CUSD #300 procedures and signed by the student's parent/guardian.

Whenever possible, the parent/guardian should make arrangements for medication to be administered at home, before and/or after school hours. In situations when a student's health could be compromised by not receiving medication during school hours, school district policy and procedures must be followed for administering all medications.

1. Medication is defined as prescription or non-prescription (over the counter) drugs, including vitamins and supplements.
2. Administration of **any** medication requires both a physician's written order and signed parental permission. ***Beginning fall 2010 a physician's signature is not required for Asthma Inhalers and Epinephrine Auto-Injectors if the health office has a copy of the pharmacy labeled container for the medication(s).***
3. Prescription medication must be in a pharmacy or physician labeled container. Over the counter medication must be brought in with the original manufacturers label, clearly marked with the student's name.
4. It is the parent's/guardian's responsibility to bring the medication to school.
5. All medications to be taken during school hours will be kept in the nurse's office. It is the responsibility of the student to report to the nurse's office at the proper time to receive his/her medication. Students are allowed to carry and self-administer asthma medication or may use an Epinephrine Auto-Injector for anaphylaxis only after the school is notified and the student's parent/guardian and physician have signed the appropriate authorization form.
6. The parent/guardian must assume responsibility for informing the school (in writing) of any change in the student's health or change in medication. A physician's order must accompany any medication change.
7. Medication must be picked up by a parent/guardian on or before the last day of school. Medication not picked up will be discarded.
8. The school district will reject requests for administration of medication if it does not receive all of the required information on the authorization form.