

Guidelines for Taking Medications at School

No medication will be administered by school personnel unless the following guidelines are met.

1. Any medicine should be taken at home if at all possible.
2. For grades K-6 medications needing to be given at school are to be brought to and from school by a parent/guardian. For grades 7-12 an agreement between parent and principal can be made for safe transportation of medications to school. Please allow time for school staff to count pills/capsules with you.
3. Prescribed medications must be in their original container, labeled with:
 - a. Name of student
 - b. Name of medication
 - c. Dosage
 - d. Time of administration
 - e. Route of administration
 - f. Expiration date
4. Tablets must be sized for proper dosage (e.g. cut in half, etc.) prior to bringing medicine to school.
5. Students must provide their own measuring cup or spoon if needed.
6. Medications to be given by school personnel (prescription and over-the-counter) must be accompanied by written, signed instructions from a physician and signed authorization by a parent/guardian on the **Parent's Request for Administration of Medication at School** form. Forms may be obtained from your school office or on the school website <http://dexterschools.org/school-nurse/> under the heading **FORMS**. These forms must be renewed at the beginning of each school year.
7. Prescription medication may be self-administered/ self carried (at the high school level with written permission of the parent and physician on the **Medication Prescriber/Parent Authorization Form for Self-Administration/Self Possession** form. Over the counter medication may be self-administered/ self carried in grades 7-12 with written permission of the parent on the same form. Notification of self carry must be given to the principal, school nurse, and classroom teacher. Forms may be obtained from your school office or on the school website <http://dexterschools.org/school-nurse/> under the heading **FORMS**. These forms must be renewed at the beginning of each school year.
8. Physician written orders must match prescription instructions on the container's label.
9. A building administrator may set a reasonable designated time for the administration of medications.
10. It is the responsibility of the student to report to the office at the time the medicine is to be taken, unless prevented by a disability or other reason.
11. Medications will be kept locked in the clinic/office area for the student to take with supervision or by administration of trained staff. Emergency medications will be kept unlocked in the office area and other locations as necessary.
12. Refill of the prescription is the responsibility of the Parent/Guardian.
13. Expired medications will not be administered.
14. Medicine will be discarded if not picked up on or before the last day of school.