**Red Oak I.S.D. Medication Guidelines**

(updated 2025-26)

Parents/Guardians should make every effort to give prescription & non-prescription medications to a student at home. If this is not possible, the Red Oak I.S.D. staff may assist in the administration of medication during school hours, subject to the following rules. Only those medications which cannot be given outside of school hours will be given at school.

Parent Permission: The parent/guardian must provide the school with written permission to have the school administer the medication. This note should include the name of the medication, dosage, time and dates to be given, students name, parent’s signature and the date signed. This note will remain in the students’ file.

Prescription Medication: All prescription medication will only be administered with a specific written request from the licensed Texas healthcare provider and a parent/guardian form on file in the clinic. Nurses in Texas may accept orders only from providers who are legally authorized to practice in Texas, however orders from physicians licensed in other U.S. states may be implemented on a temporary 60 day basis while families new to Texas establish a medical home. This note is valid for the current school year only. All prescription medication will be delivered to the clinic by a parent/guardian and must be in the original container and properly labeled. A properly labeled prescription is one with a pharmacy label stating the students name, name of medication, dosage to be administered, doctor’s name, and date prescription filled. To protect the students, staff will not administer medication in a dosage that exceeds the recommended maximum dosage. Exception is students with “authorization for self-carry” medication such as inhalers, Epi-Pens and diabetes medication.

Non-Prescription Medication: Over the counter (OTC) medications will be given upon a written request by parent/guardian for five (5) consecutive days in one (1) calendar school year. All OTC medications will be delivered to the clinic by a parent/guardian. All OTC medications must be properly labeled, in the original container and not expired. All OTC medications will be given per manufacturers’ recommendations. If a student requires OTC medications for more than five (5) consecutive days a Texas licensed physician’s authorization to continue the medication will be required. The school shall accept no more than a 30-day supply of a student’s medication.

Special agents: Herbs, vitamins, amino acids, or homeopathic remedies: These will only be given if required by the Individualized Education Program or Section 504 plan of a student with disabilities, is age appropriate and provided by the parent. Such substances will be provided to the nurse in the original container and must not be expired. In addition, the following will be submitted to the district before any herbal substances or dietary supplements are administered to a student:

1. A physician’s description of substance’s content and possible adverse effects.
2. The parent/guardian has given a written request to administer the substance.
3. Specific instruction for use of the substance.

Special note: The school nurse will not be obligated to administer any non-FDA approved substance for which she has no training, knowledge

or familiarity (as in accordance with the Texas Board of Nurse Examiners regulations).

Expired Medication: The school will not dispense any expired medications.

Transportation of medication: All medications will be delivered and picked up by a parent/guardian to the health services staff.

NO medication will be transported by a student. (exception: “authorization for self-carry” medication).

Locked Medication Cabinet: All medication will be stored and locked in the clinic as designated by the health services staff or principal.

Epi-Pens are the exception & will be stored in an unlocked area that is properly labeled. The campus health services staff will dispense all medications, and it is the responsibility of the student to report to the clinic to take his/her medication at the proper time.

Unused medication: All unused medication will be destroyed one week after the dosage date or at the end of the year unless it is picked up by a parent/guardian. A parent/guardian must deliver and pick up all medications.

Field Trips: Medication policy and regulations will be observed on all off-campus field trips. People responsible for such trips will observe and communicate these regulations to students and parents.

Self-Carry Medication: Students shall not administer any medication to themselves except with a physician’s order stating the child needs to always carry this medication with him/her (inhaler, Epi-Pen, diabetes medication). The student must demonstrate the proper administration of the medication and show responsible behavior on always carrying his/her medication…. otherwise, this privilege can be taken away and they will have to go to the clinic for treatment.

Documentation: The health services staff shall keep a separate Medication Administration Record for each student, which includes name, medication, dosage, time to be given, signature of person administering the medication, and written request from the licensed healthcare provider and parent.

PARENT/GUARDIAN IS RESPONSIBLE FOR UPDATING PHONE NUMBERS AND ADDRESSES WITH THE SCHOOL.