

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

Parents/Guardians should make every effort to give required prescription & non-prescription medications to a student at home. When 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.

**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, student's name, parent's signature and the date signed. This note will remain in the student's file.

**Prescription Medication:** All prescription medication will only be administered with a specific written request from the licensed healthcare provider and a parent/guardian form on file in the clinic. This note is valid for current school year only. All prescription medication is to 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 student's name, name of medication, dosage to be administered, doctor's name, and the date prescription was 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 must 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 manufacturer's recommendations. If student requires OTC medications more than five (5) consecutive days a physician's authorization to continue the medication will be required.

**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 must be provided to the nurse in the original container and must not be expired. In addition, the following shall be submitted to the district before any herbal substances or dietary supplements are administered to a student:

- A. A physician's description of substance's content and possible adverse effects.
- B. The parent/guardian has given written request to administer the substance.
- C. 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 are to 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 & they are 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 an adult/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. Persons responsible for such trips will observe and communicate these regulations to student and parent.

**Self-Carry Medication:** Students shall not administer any medication to themselves except with a physician's order stating the child needs to carry this medication with him/her at all times (inhaler, Epi-Pen, diabetes medication). The student must demonstrate the proper administration of the medication and show responsible behavior on carrying his/her medication at all times.....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.