



Medications at School General Guidelines

The school system encourages parents to give medication taken one to three times a day to be given at home to prevent disruption of the students learning. For example, when a student has medication ordered daily, the medication should be given at home. Medication prescribed three times a day should be given at home, just before leaving school, upon returning home in the afternoon, and at bedtime. Parent must administer the first dose of the medication. Exception: in the case of need for emergency drugs such as Diastat and Glucagon.

Over-the-counter medication is permissible but discouraged. The school nurse may not administer over-the-counter medication without a physician's authorization for more than 2 weeks. The parent/guardian permission is required for over-the-counter medication. **OTC medication may not be kept for more than 2 weeks without written authorization from an authorized licensed healthcare provider.** The medication must meet all guidelines as outlined in the State Department of Education's Medication Curriculum.

In the event of an emergency involving medication the school will handle the problem as any other medical emergency. See anaphylaxis's guidelines.

Parent's Responsibility

- Parent/Guardian must notify the school nurse if your child needs medication.
- Parent/guardian must have the child's physician complete and sign the Alabama State Department of Education School Medication Prescriber/Parent Authorization.
- Parent is required to sign the Medication Prescriber/Parent Authorization form only after the form has been completed and signed by the child's physician.
- Parent/guardian must provide the school with medication that is in a correctly labeled prescription bottle container (student's name, prescriber's name, name of medication, strength, dosage, time interval, route, and date of drug's discontinuation when applicable).
- Medications will only be accepted in the original container.
- Parent/guardian must provide the school with a new, signed prescriber/ parent authorization form at the beginning of each school year and/or before any prescription medication can be given at school
- If the medication order is changed during the school year (i.e., change in dosage), an additional prescriber authorization/order is necessary.



**CLARKE
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SCHOOLS

Clarke County Board of Education

ASHLIE FLOWERS

Superintendent

Student's Responsibility

- Student must not deliver medications to school.
- Students must have a signed order/authorization form from a licensed prescriber and signed parent/guardian permission to self-medicate and carry medication on person i.e. EpiPen, asthma inhalers, insulin.
- Students who have met the criteria to self-medicate will be able to identify and select the appropriate medication, know the frequency and purpose for the medication ordered, and follow the school's self-administration procedures.
- School nurse is responsible for final authorization to self-administer and/or self-carry.
- Student will notify their teacher/nurse of the onset of any distress or allergic reaction.

Supply and Delivery of Medications

- Parent/guardian or the parent designated responsible adult must deliver all medication to the school nurse or other school personnel as designated by the principal.
- Parent/guardian shall pick up student's unused medication (when the medicine is completed, out of date, or at the end of the school year). The school nurse or designated school personnel will destroy medications not picked up by the parent/guardian in a timely manner.
- Parent/guardian shall provide nonprescription medication in an original, unopened, sealed container of the drug, identifying the medication and the entire manufacturer's labeling plus the student's name (written legibly on the container).
- Parent shall provide over-the-counter medication, such as Tylenol, in the smallest container available.
- Over-the-counter medicines that exceed manufacture guidelines will not be administered without a physician order.



OVER THE COUNTER MEDICATIONS

Policy Statement:

Over-the counter medicine is also known as OTC or nonprescription medicine. All these terms refer to medicine that you can buy without a prescription. They are safe and effective when the directions on the label are properly followed and as directed by a health care provider. The school does not stock OTC medications. The practice violates the Alabama State of Education and Alabama Board of Nursing rules and regulations. This policy will help parents working with their licensed healthcare providers to choose an over-the counter medicine wisely when administered in school-setting.

Procedure:

1. Under no circumstances should the school stock its own supply of over-the-counter medicine, such as Tylenol, Hydrocortisone, etc. for student or staff use.
2. A standing order from a licensed prescriber does not give permission to stock medications.
3. The parent must provide written consent for all over-the- counter medicine indicating why such medicines may be necessary.
4. The parent must provide a written authorization of over-the-counter medication on the Alabama State Department of Education School Medication Prescriber/Parent Authorization Form.
5. The parent must provide the OTC medicine in the original, unopened, sealed container.
6. In the event student's twins, triplets, siblings have an over-the counter medication. Siblings may share medications. A separate Medication Authorization Form must be completed for each sibling. **Exception, medications for allergic reaction such as Benadryl cannot be shared.** Each sibling should have their own supply.
7. The school nurse may delegate the administration of over-the counter medications to an unlicensed medication assistant.
8. OTC medication may not be kept for more than 2 weeks without written authorization from an authorized licensed healthcare provider.
9. **All medications must be picked up from school at the end of the school year or during an emergency school closing.**

Special Considerations:

1. First aid materials and supplies, including antibacterial ointment (Neosporin), Vaseline, Calamine Lotion, Normal Saline and Eye Wash may be maintained in the health room. A mixture of salt and warm water will be offered to students to gargle for the complaint of a sore throat.
2. Over-the-counter medicines are meant for short-term illnesses and may mask an underlying condition.

Reference:

Alabama State Department of Education and Board of Nursing Medication Curriculum, Curriculum to Teach Unlicensed School Personnel how to Assist with Medications in the School Setting, 2018