

MEDICATIONS AT SCHOOL

If at all possible, students should be medicated at home. Consult with your licensed prescriber regarding a reasonable time schedule for the medication. Medication must be administered per school schedule. No medication will be administered until two (2) hours after the beginning of school or two (2) hours before the end of school. If at all possible, please schedule administration of medication at home before or after school.

If it is absolutely necessary that medication be administered at school, the following is required:

1. ALL medications MUST be registered with the school. The student should not have any unregistered medication in their possession. Possession of unregistered medication is a violation of the school's substance abuse policy and will be enforced accordingly.
2. ALL medication must have a completed Medication Order for Public Schools-Putnam County (HS-) form on file. Administration of medication will be refused without the required signature of BOTH licensed prescriber and parent. One HS-18 form is required for EACH medication. A new form needs to be completed if there is any change in dosage or time schedule. New forms need to be completed at the beginning of each school year.
3. ALL medication (prescription and over-the-counter) must have a signed licensed prescriber order.
4. Medication brought to school must be in its original container or pharmacy bottle with appropriate label. Medication in other containers WILL NOT be administered at school. The parent will be notified to come and pick up medication and administer dosage to the student.
5. Parents should be aware that drugs governed by U.S. SCHEDULES OF CONTROLLED SUBSTANCES are subject to special regulations and precautions. The responsibility "for change in location" of said drugs belongs to the individual receiving the prescribed drug from the pharmacist. Therefore, it is recommended that the parent bring to school any medication especially if it is classified as "Controlled Substances." Your licensed prescriber, pharmacist or school nurse can answer your questions regarding these drugs. If the parent chooses to send the drug to school with the student, THE PARENT ASSUMES RESPONSIBILITY FOR THE "CHANGE IN LOCATION" OF THE DRUG>
6. No more than a twenty (20) day supply of drugs will be stored at the school. Immediately upon arrival at school, the drugs should be delivered to the designated school staff. Drugs subject to controlled substance regulations will be counted and receipted by the school staff. Any discrepancies in the twenty (20) day supply will be immediately reported to the parent.

Also, please note if your child participates in any of the after school programs and would need medication while there, it is the parent's responsibility to get that medication to the agency that sponsors that program. DO NOT send this medication to the school and request for the school to transfer this medication – THIS IS THE PARENT'S RESPONSIBILITY.

7. If the student is receiving one-half (1/2) tablet of medication, it is the parent's responsibility to prepare the tablets at home and send one-half (1/) tablets to school. If the parent does not provide the one-half (1/2) tablet, that portion of the dosage will be omitted.
8. If the student is receiving liquid medication, the parent is responsible to send a measuring device (teaspoon is not acceptable) to give accurate dosage of medication.
9. First and second time administration of any medication WILL NOT be done at school. Because of possible allergic/adverse reaction to the drug, the parent should plan to administer these doses at home to monitor for side effects. Also, any increase in dosage and frequency of medication should be first administered at home.
10. Students may self-administer medication with parent and licensed prescriber approval. The school nurse will assess the situation and determine if the student will be approved for self-administration. Any student in possession of more than one day's supply is in violation of the school's substance abuse policy which will be enforced accordingly.

QUESTIONS REGARDING MEDICATIONS SHOULD BE DIRECTED TO YOUR SCHOOL NURSE.