

## MEDICATION INFORMATION

Indiana School Laws allow the school nurse or other designated school personnel to assist students who are required to take medication during the school day. The purpose of this service is to help each student maintain or improve his/her potential for education and learning. The following procedures have been established regarding Medications at school, according to IC 20-1-1-6; IC 20-1-6-4.

A student's medication should be administered at home by parents whenever possible. *Medication ordered three times a day or less should be given before and after school and at bedtime. Medication ordered twice a day should be given before school and at bedtime. Only those medications that MUST be given during school hours will be administered.*

Medication is to be brought to school by the parent. If this is not possible, the parent should call the school nurse to make the necessary arrangements @ 219-474-516, ext 306 (ES) and ext 159 (MS – HS).

Medications Must be picked up and will be released only to the parent or designee who is at least 18 years old with written permission from the parent. Controlled substances (stimulants, prescription pain medications, anxiety medications, etc.) can NOT be sent home with a student.

- ❖ NO medication shall be administered without the written and dated consent of the parent.
  - ❖ The parent's written consent is valid only for the period specified on the consent form and never longer than the current school year.
  - ❖ PRESCRIPTION MEDICATION must have a signed MD order, as well as a parent signature. Medication shall be administered in accordance with the physician's prescription.
  - ❖ NON-PRESCRIPTION must have a medication school form filled out completely and signed by the parent.
  - ❖ ALL MEDICATIONS must be sent in an original container with a current pharmacy or package label. Outdated medications are NOT acceptable. Medications sent in baggies, envelopes or anything other than an original container, WILL NOT be accepted or administered at school. Exception is cough drops. Cough drops are considered an over the counter medication. Cough drops may be brought in a labeled baggie with this permission slip attached.
  - ❖ Verbal phone orders will NOT be accepted. We must have a signed consent before any administration of any medication.
- 
- Medication shall be maintained in a secure location.
  - A written record of administration is kept in the nurse's office.
  - The school will never take the word of the student as to the taking of medication.
  - It is a student's responsibility to come to the nurse's office when it is time to take the medication. Failure to do so may result in a disciplinary consequence.
  - If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required.
  - All medication will be returned to the parent or destroyed when no longer used or needed. Destruction will be done in such a manner as to ensure that no other person can obtain possession of it. *If medication is not picked up by the last day of school, it will be destroyed.*
  - Policies and procedures on medication are in the student's handbook and on-line.