



Medication

When a student is required to take medication at school, the following strict guidelines based on the Ohio Revised Code and school policy will be followed:

1. A request form for each medication must be completed and signed by the student's licensed health care provider and be delivered to the school office by an adult before medication will be administered to a student. No over the counter medications including creams, eye drops, cough drops etc. should be brought to school, unless ordered by the student's physician. **Notes from parents/guardians will not be accepted in lieu of the licensed prescriber's request.**
2. The parent / guardian must sign the parent section of the request form prior to medication administration.
3. Parents/guardians shall agree to:
 - **Deliver medication to school;** no student shall carry medication in backpacks, pockets or in hand. If a child is found to have medication on their person, the medication will be confiscated and the parent will be called. The medication will be held at the front desk until the parent picks it up. The only exception to this is a metered dose inhaler or dry powder inhaler used to alleviate the immediate symptoms of asthma or before exercise to reduce the chances of an asthmatic attack and/or an epinephrine auto injector to treat anaphylaxis. In these cases, the prescriber's information must include a note saying he/she feels the student is capable of self-dosing said medication.
 - Notify the school if there is a change of licensed prescriber.
 - When a change in prescription or dose occurs the licensed prescriber must complete a "revised request" form stating the changes.
4. Any administration of epinephrine requires that the school contact emergency service personnel.
5. New request forms will be submitted each school year and may be obtained in the school office.
6. Medication must be received in the original container in which it was dispensed by the pharmacist and labeled with:
 - Student's name
 - Name of medication
 - Dosage and route of administration
 - Time of administration
 - Licensed prescriber's name
 - Pharmacy name and phone number
7. The pharmacist will divide medication into separate containers for home and school upon request. Medication sent to school in any other container will not be administered.



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8. Over the counter medication, ordered by the licensed prescriber, must be in the original container and be clearly marked with student's name.
9. Empty medication bottles will be sent home with the student and parents will be called when a refill is needed. Parent/guardian or other responsible adult will deliver replacement medication to the school office. Medication will not be accepted from students.
10. All students are responsible for coming to the school office at the time the medication is to be administered.
11. Medication will be administered by designated school personnel who have completed a medication training workshop taught by a licensed health professional based on the Ohio Department of Health Medication Administration training or its equivalent. This provides for safe administration and storage of all medications. ORC 3313.713
12. Parents or other students (Example: siblings), authorized in writing by physician and student's parents, may administer prescribed medications but only in the presence of an adult staff member who has completed a medication training workshop taught by a licensed health professional
13. A medication record will be kept on each student and will become part of the student's confidential school health record.
14. The school nurse will act as a consultant, and will be contacted when there are any questions about the medication, its administration or side effects. No medication will be administered at school if there are any unanswered questions.
15. At the end of the school year or when the medication is discontinued, parent/guardian is to pick up remaining medication within 5 working days. Medication that is not picked up within the allotted time will be discarded.