

ADMINISTERING MEDICINE TO STUDENTS

In compliance with Ohio law mandating **STRICT** policy and procedures regarding the administration of medication in school settings, St. Bernadette School and the Westlake Board of Education require adherence to the following:

- If possible, all medication should be given by the parent at home. If this is not possible, parents may come to school to administer medication to their children. School personnel will be permitted to administer medications only when no alternative is available. For the purpose of this policy the term medication is defined as any prescription or non-prescription/over-the-counter medicine. THIS INCLUDES TYLENOL, ADVIL, MOTRIN, ASPIRIN, COUGH SYRUP, OINTMENTS, ETC.
- The PHYSICIAN'S REQUEST and THE PARENT'S REQUEST FOR THE ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL (a two-sided form) must be completed and returned to the clinic before administration of any medication. This form complies with Ohio Revised Code 3313.73. All sections of the form must be completed.
- Each Medication must be on a separate form.
- New REQUEST FOR THE ADMINISTRATION OF MEDICATION FORMS must be re-submitted each school year, and are necessary for any changes in medication orders.
- Medication shall be received by the school in its **unopened original container** or that which was dispensed by the pharmacy. (Ask the pharmacist to divide the medication into two bottles—one for school and one for home.) All medication must have a label affixed which includes:
 - a. Student's name
 - b. Name of medication
 - c. Dosage
 - d. Time or frequency of administration
 - e. Name and telephone number of pharmacy
- A wallet-size photo ID must be provided for all students receiving medication at school.
- The parent/guardian is required to transport medication to and from school.
- When a student's medication is discontinued, we need a signed physician's order stating so and also a written statement from the parent/guardian.

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the prescriber, and the medication has been received in an appropriately labeled container. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy.

Asthma Inhaler Law—August, 1999. This law permits students of school districts, community schools and chartered non-public schools to carry asthma inhalers with the consent of student's physician and parents/guardian. The SELF-MEDICATION FOR ASTHMA INHALERS Authorization Form must be completed and returned to the clinic. Blank forms may be obtained from the school nurse.