

# HOQUIAM SCHOOL DISTRICT HEALTH SERVICES

## ADMINISTRATION OF MEDICATION AT SCHOOL

Please read these guidelines carefully and contact the School Nurse if you have any questions. These guidelines pertain to both prescription and over the counter medications.

### 1. **MEDICATION REQUEST**

All requests for medication to be administered at school must be accompanied by a written request from both the licensed health professional (LHP) and the parent/guardian. The request must state that there exists a valid health reason that makes administration of the medication advisable during school hours. Requests for medication to be administered at school are only valid for one school year.

### 2. **CONTAINER**

All prescription medication must be sent in the original container and properly labeled with the student's name, medication, dosage and instructions. The pharmacist will provide a second container for school upon parent request. Over the counter medications must be supplied in the original container.

### 3. **BRINGING IN MEDICATION**

An adult must bring all medication to school. Medications brought to school in a plastic bag or anything other than a pharmaceutical container will not be administered. The quantity acceptable at school is restricted to not more than a 20 day supply.

### 4. **DIVIDING MEDICATION**

If a tablet must be divided to obtain the correct dose, the pharmacist should be asked to divide the tablet when filling the prescription. If not divided by the pharmacist, then divided doses are the responsibility of the parent. School staff will not divide medications.

### 5. **TYPES OF MEDICATIONS THAT CAN BE ADMINISTERED AT SCHOOL**

The state law allows administration of **oral or topical medication, eye drops or ear drops**. Medication inhaled through the mouth (asthma inhalers) is considered oral medications. Medications administered, other than orally, topically, or eye or ear drops may only be administered by a registered or licensed practical nurse. No prescribed medication will be administered by injection by staff except when a student is susceptible to a predetermined, life-threatening situation. School staff may administer these injections only when current medication authorization forms are complete and the School Nurse has provided training.

### 6. **DISASTER PLANNING**

Parent/guardians are asked to identify medication that students take outside of school and to whom the missing of three days of medications would pose a serious health risk for the student or others (asthma, diabetes, seizure disorder, etc.). Please provide a 3-day supply of these medications and the necessary authorization forms and instructions for these medications.

### 7. **FIELD TRIPS AND SUMMER SCHOOL**

All of the above requirements apply to day or overnight field trips and summer school.

### 8. **PICKING UP MEDICATION**

All medication must be picked up at the end of the school year by the parent. Medications not picked up will be counted by 2 school district staff members, disposed of and recorded. **The school cannot store medications over the summer.**