

Medication for Students While in School

The administration of medication to students in Worcester County Public Schools is a service offered to promote wellness and decrease absenteeism. When there is a need for this service, safe and proper administration is essential. According to state law, therefore, school personnel, including school nurses, may not administer any medication without written doctor's orders. This includes over the counter medications. Whenever possible, medication should be taken by students before coming to school or upon returning home. When this is not possible, school personnel may administer medication to students according to the following guidelines:

- A. Before giving any medication, it is necessary that the school have complete written instructions on an appropriate form (HS/Form 1) from the prescribing physician. This form should also include the parent/guardian signature. Instructions shall include date of order, identification of drug by name, dose, time and circumstances of administration, length of time medication is to be continued, and possible side effects. If the physician prefers to use his/her own form, it will be acceptable if he/she writes complete instructions. These instructions must be easily accessible to those responsible for administering the medications as well as those who observe and work with the child.
- B. All medication shall be clearly labeled with the student's name, time, and amount of medication to be taken. School nurses or trained school personnel are responsible for observing while the student takes the medication to assure that it is done in accordance with the physician's written instructions and the medicine label.
- C. The original prescription container shall accompany all medications to be administered in school. Parents/guardian should request two containers (one for school and one for home) from the pharmacist when getting the prescription filled. Medications should be brought to school by the parent or responsible adult.
- D. Medication shall be kept locked in the health suite. There are some children with serious allergies for whom it is necessary to keep an antidote at school. In such cases, this medication should be kept locked, be readily accessible in case of an emergency which requires immediate use.
- E. When a physician determines that injection of medication may be necessary as a life saving measure, the school nurse will administer the prescribed medication. In the event that the school nurse is not immediately available, prearranged locally available medical personnel shall be immediately contacted for assistance.
- F. The parent/guardian should give the first dose of any new prescription or over-the counter medications, except for prn emergency medications.
- G. All medications must be destroyed one week after the expiration date. If not retrieved by a parent or responsible adult, unused medication will be disposed of at the end of the school year.