

## Philomath School District 17J Medication At School

**ADMINISTERING MEDICATIONS TO STUDENTS**— Philomath School District has adopted the medical guidelines set by the State of Oregon. These guidelines have been established to assure the safety of your child. Requests for designated school staff to administer medication to students may be approved by the district, as follows:

1. Written request for the district to administer prescription medication must be submitted to the school office to include:
  - a. The written signed permission of the parent;
  - b. The written instruction from the physician for the administration of the prescription medication to the student including:
    - 1) Name of the student;
    - 2) Name of the medication;
    - 3) How to be taken/administered;
    - 4) Dosage;
    - 5) Frequency of administration; and
    - 6) Other special instruction, if any.

The prescription label will be considered to meet this requirement if it contains the information listed in 1-6 above.
2. A written request for the district to administer nonprescription medication must be submitted to the school office to include:
  - a. The written signed permission of the parent;
  - b. The written instruction from the parent for the administration of the nonprescription medication to the student including:
    - 1) Name of the student;
    - 2) Name of the medication;
    - 3) Route;
    - 4) Dosage;
    - 5) Frequency of administration;
    - 6) Other special instruction, if any.
3. Medication is to be submitted in its original container.
4. **Medication is to be brought to school by the parent and returned from the school to the parent.**
5. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take the medication.
6. It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions.
7. In the event a student refuses medication, the parent will be notified immediately. No attempt will be made to administer medication to a student who refuses district administered medication.
8. Any error in administration of medication will be reported to the parent immediately, and documentation made on the district's Student Medication Incident Report form. Errors include but are not limited to administering medication to the wrong student, administering the wrong medication, dose, time, route, etc..
9. Medication shall not be administered (or self-medication allowed) until the necessary permission form and written instructions have been submitted, as required by the district.

### SELF-MEDICATION

1. Grades K-6: Self-medication of prescription and nonprescription medication is not allowed except in cases where a student must carry such medication on his/her person for immediate access, and the necessary permission form and written instructions have been submitted as required above;
2. Grades 7-12: Self-medication of prescription and nonprescription medication may be allowed subject to the following:
  - a. A permission form must be submitted for self-medication of prescription medications (although self-medication of controlled substances is not allowed. No permission form is required for self-medication of nonprescription medications;
  - b. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required;
  - c. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
    - 1) Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction;
    - 2) Nonprescription medication must have the student's name affixed to the original container.
  - d. The student may have in his/her possession only the amount of medication needed for that school day;
  - e. Sharing and/or borrowing of medication with another student is strictly prohibited;
3. Permission to self-medicate may be revoked if the student violates the Board's policy governing Administering Noninjectable Medicines to Students and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

### DISPOSAL OF MEDICATIONS

1. Medication not picked up by the parent at the end of the school year or within (5) school days of the end of the medication period (whichever comes first earlier), will be disposed of by designated school staff in a non-recoverable fashion. *(For a copy of the entire medication policy, please check with the school office.)*