

## Medication Administration Policy

Indiana School Laws allow the school nurse or other designated school personnel to assist students who are required to take medication during the school day. The purpose of this service is to help each student maintain or improve his/her potential for education and learning. The intent of this policy is to provide safe, effective administration of medications for those students who require them.

- Only medications that **MUST** be given during school hours will be administered
- **Prescription medications** must be accompanied by a medication form completed and signed by the parent or guardian. The prescription medications must be in a pharmacy labeled bottle labeled correctly with the dosage and times to give. This must match the physician order/medication form. The student's name must be on the bottle. **Prescription medications** are only to be brought in by an adult to the nurse. Students are not allowed to transport prescription medications to and from school. Parents/guardians will be notified at the end of the year or other time if necessary to pick up prescription medications. If the student has a self-carry form on file signed by a medical doctor, they will be allowed to have their medication with them at all times.
- **Nonprescription medications** must be accompanied by a medication form that is completed and signed by parent or guardian. It is at the school's discretion if nonprescription medications can be transported by the student. If the parent or guardian gives permission for this to occur, the bottom of the medication form must be filled out and signed. The nurse will contact the parent regarding this.
- Medication forms may be obtained from the nurse or online under forms. A new form must be completed each year, and each medication must be on its' own form
- ALL medications must be FDA-approved. They must be in their original container. Please do not send in loose pills in unmarked containers. We will not accept pills that are not in an original bottle.
- Any change in medication, dosage, or time to be given must be in written form on a new medication form and signed by the parent or guardian
- Medications are kept under lock and key and are dispensed by the school nurse or her designee.
- It is the responsibility of the parent/guardian to make sure that all medications are delivered safely to the nurse.
- Medications must be picked up by the end of the school year. The nurse will contact the parent to give a specific last date to pick up. If medications are not picked up by that date, they will be destroyed in the presence of a witness.
- The school does not keep a student supply of ibuprofen or Tylenol. Parents may send this in with a medication form for their child if desired.
- Please contact Cassie Gustin RN with any questions or concerns at 812-952-3000 x205 or email [gustinc@lanesville.k12.in.us](mailto:gustinc@lanesville.k12.in.us).