

Medication Procedures for Carolina Day School

Carolina Day School discourages the practice of students taking medication during the school day. However, if oral, topical, inhaled, or injected medication must be taken during school hours, school policy and procedures must be followed. The school nurse will monitor the administration of the medication program. Self-medication is not allowed in schools so the school assumes no responsibility for any medications that are taken outside the guidelines of school policy and procedures.

1. Responsibilities of the Parent/Guardian

a. To send a complete medication consent form to school to be kept on file containing the following:

- Student's Name
- Name of medication
- Time and directions for administration
- Dosage and route of administration
- Possible side effects
- Signature of physician or authorized practitioner prescribing the medication
- Signature of parent/guardian

b. To obtain from the pharmacist a separate container for school with the following labeling:

- Student's full name
- Name and dosage of medication
- Time and directions for administration
- Prescriber's name
- Date

c. To ensure that limited quantities of medication are sent to school.

d. To inform the school nurse of any change in the medication or its administration by providing a note from the prescriber.

2. Responsibilities of the School Administration

a. To inform parents, teachers, and students of the school medication procedure and to ensure that:

- Appropriate school personnel are informed about the medication.
- The proper dosage is given to the student and is recorded or logged.
- The medication is kept in a locked location, and
- Unused medication is returned to the parent at the end of the school year.

b. To require that parents/guardians who request administration of medication in the schools submit new consent forms annually.

c. To inform students that sharing of medication at school is prohibited.

d. To deny a request for medication at school if the request is considered inappropriate.

e. To appoint the school nurse to monitor the administration of all medication at school

3. Responsibilities of the Student

a. To know and follow the regulations of the medication procedures.

b. To avoid sharing medication with other students.

4. Exceptions

- a. Syrup of Ipecac may be administered under the direction of the student's parents/guardian, physician, or poison control center to induce vomiting if a student has ingested poison or a drug overdose.
- b. All medications administered at school require a consent signed by the parent/guardian. There are no exceptions for the administration of medications that are given on a long-term, short-term, over-the-counter or on an "as needed" basis.
- c. Some medications such as inhalers or emergency injections can be self-administered and kept by the student with written medical provider permission.
- d. Over-the-counter medications listed and checked on the Emergency Treatment Form will continue to be offered with parent written permission.