

# Western School Corporation

Dear Parents/Guardians:

We have had several problems with students carrying and administering medications during school hours. This can be very harmful to students, especially if they do not know what type or the exact dose of medication that they are taking. **Students are NOT allowed to carry or administer any type of medications, excluding emergency Epi-pens and Inhalers.** In order to help eliminate these situations, please review the following medication administration guidelines.

## Medication Administration Policy

The purpose of administering medications in school is to help each student maintain an optimal state of health to enhance the educational program. The intent of the following guidelines is to reduce the number of medications given at school, and assure safe, effective administration of medications for those students who require them. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

1. Parent/Guardian should determine with their physician whether the medication schedule can be adjusted to avoid administering medication during school hours. Medication given three (3) times a day or less are not to be brought to school unless a doctor has ordered that they need to be given during school hours.
2. A Medication Authorization Form must be filled out by parent/guardian prior to administering any over the counter medication during school hours.
3. Prescription Medication must have written authorization by a physician via for 5530 F1 titled Authorization for Medication/Treatment. **Containers must have patient's name, doctor, prescription dosage, and expiration date.** Any changes in dosage must be documented by a physician's order. Parents should request pharmacist to fill 2 bottles: one for home, and one for school.
4. A written order by a physician is required in order for a student to **carry** an inhaler or emergency medication such as an Epi-pen. The order must state that the student has a **chronic or life threatening disease** that requires the student to carry the medication during school hours.
5. All medications, including prescription and over-the-counter, must be in the original container, and be **age appropriate** for the child. Medication **WILL** be refused if sent loose such as in a bag or foil.
6. Students must bring medications directly to the office or nurse's clinic at the beginning of the school day. **Students are NOT allowed to take any medication home with them.** Therefore, parent/guardian must pick up any unused medication. All unused medication unclaimed will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.

Thank you for your cooperation.

**Western School Corporation**  
**Request For Administration of Medicine**

Date: \_\_\_\_\_

I hereby authorize the school to administer medication to my child, \_\_\_\_\_  
\_\_\_\_\_ Grade \_\_\_\_\_, during school hours, in accordance with the enclosed written instructions from my physician. I agree to provide all medication, prescription or over-the-counter, **in the original container**, and to renew all long-term orders at the beginning of each school year.

**Name of Medication:** \_\_\_\_\_

**Time(s) of administration:** \_\_\_\_\_

**Dose of medication:** \_\_\_\_\_

**Name of Physician:** \_\_\_\_\_

I understand that Western School Corporation bears no legal responsibility for the administration or effects of said medication.

\_\_\_\_\_  
Parent/Guardian Signature

**Medication Rules- PLEASE READ**

These are in your student handbook!

Parents,

During school hours...

1. Medication given three (3) times a day or less are not to be brought to school unless a doctor ordered that they need to be given during school hours.
2. A Medication Authorization Form must be filled out by parent/guardian prior to administering any medication during school hours.
3. Prescription Medication must have written authorization by a physician. **Containers must have patient's name, doctor, prescription, dosage, and expiration date.** The pharmacy label can server as the written physician's order. Any changes in dosage must be documented by a physician's order. Parents should request pharmacist to fill 2bottles: one for home, and one for school.
4. A written order by a physician is required in order for a student to carry an inhaler or emergency medication such as an Epi-pen. The order must state that the student has a chronic or life-threatening disease that requires the student to carry the medication during school hours.
5. All medications, including prescription and over-the-counter, must be in the **original container**, and be **age-appropriate** for the child. Medication WILL be refused if sent loose such as in a bag or foil.
6. Students must bring medications directly to the office or nurse's clinic at the beginning of the school day. According to state law, **students are NOT allowed to take any medication home with them.** Therefore, parent/guardian must pick up any unused medication. ALL unused medication unclaimed will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school y ear.
7. Herbal or natural mediations and vitamins will be refused.

Thanks for your cooperation!