



Glencoe-Silver Lake Public Schools

Independent School District #2859

Proudly serving the communities of Biscay, Brownton, Glencoe, New Auburn, Plato, and Silver Lake

GSL Health Services

ADMINISTERING MEDICATION IN SCHOOL

See Section 516, Student Medication Policy designated for District 2859.

It is not the responsibility of the school or its employees to prescribe drugs, medications or home remedies. Medications should be administered at home under the supervision of the parent/guardian when possible. However, some students require administration of medications during the regular school day. In those situations, the following procedure will be followed:

1. Parent/Guardian/Student needs to bring the medication to school
2. Physician order for medication and parent/guardian authorization
3. Before any medication will be dispensed by school staff, a Medication/Treatment Authorization Form must be filled out and be on file with the school health assistant.

The forms are available from the school health assistant.

Prescription Medications

Prescription medications must be provided in an original pharmacy container with a current label. Prescription medications brought to school in any other container will not be administered. A Medication/Treatment Authorization Form must be completed by the physician and signed by the parent/guardian. Questions regarding dosage and administration of the medications will be directed to the prescribing physician or the parent/guardian, at the discretion of the school staff. Medications will be administered after questions have been resolved.

Over-the-Counter Medications

Parent/guardians must complete and sign a Medication/Treatment Authorization Form before school staff will administer over-the-counter preparations. Over-the-counter preparations must be provided in the original labeled container. Over-the-counter preparations will only be administered to a student according to the label directions, unless contrary written directions from a physician are provided.

Physician Authorization for Self-Administration of Medication

For prescriptions or over-the-counter medications that are carried by the student for self-administration, a Medication/Treatment Authorization Form must be completed by the physician and signed by the parent/guardian.

Sharing of Medications Prohibited

Students may not share prescription or over-the-counter medications with other students. Appropriate disciplinary action may be taken if necessary, upon the determination by the principal or his/her designee, after investigation that a violation of this policy has taken place.

Unused Medications

When use of a medication has ceased or is no longer needed by the student, it is the parent/guardian's responsibility to retrieve unused medications from the school. Any unused medications will be disposed of by the school at the end of the school year.

Field trip(s)

The procedure for administering medication on a field trip is different from medication administration during the regular school day. Procedure for students who may need to take medication while away from school on a field trip is as follows:

It is the teacher's responsibility to inform, in advance, the Health/Main Office when the class is going on a field trip. Any medication that needs to be given to the student will be sent with the teacher/responsible adult, who will carry and administer the medication on the field trip as necessary. When the teacher/responsible adult administering the medication on the field trip returns to the school building, he/she must record the time and sign the medication administration recording sheet in the medication book.