

# **CHANNAHON SCHOOL DISTRICT #17**

## **ADMINISTRATION OF MEDICINE IN THE SCHOOLS**

The board of education and the administration of Channahon School District 17 have established the following policy regarding medication administration:

When a child requires medication the primary responsibility for administration of such medications rests on the parents. The district recognizes that some conditions can be controlled or corrected only when medicated at intervals, which may include school hours. In those instances, when the doctor determines that administration during school hours is necessary for optimum benefits, the school district endorses the following procedure.

1. Medications include both over the counter and prescription drugs.
2. The physician and parent will complete their respective sections of the MEDICATION AUTHORIZATION FORM for each medication to be administered at school including any and all prescription and over the counter medications.
3. Medications will not be administered at school until a properly completed administration form is on file at the school.
4. The initial dose of the medication must be given at home.
5. Medications should be brought in by the parent/guardian in the original container or prescription bottle appropriately labeled by the pharmacist or manufacturer and with the students name affixed to the container, the time of administration and the reason that the student is receiving this medication.
6. Medications should be stored in a locked area of the school.
7. This policy applies to administering medication for students participating in field trips.
8. The students are not permitted to carry any medications on their person while they are at school, unless permission is granted in writing by the physician for such things as inhalers or epipens.
9. At Galloway and Pioneer Path: Medication will be administered by the school's registered nurse, principal or their designee. At Three Rivers School and the Jr. High: the student may self-administer under the supervision of the school's registered nurse, principal or their designee.
10. The student's parent or guardian along with the physician must renew written orders for continuing medication. At the beginning of each school year, whenever the medication or dosage changes, or when asked to do so by the school nurse.
11. The nurse may contact the physician, pharmacist, or other medical provider, for information relevant to administration of medication in school. (Il. Nursing Act, 1997).
12. The school will maintain an individual written record of any medication dispensed at school in the students temporary health file. Such record will list the time, date, dosage, route and signature of the individual administering the medication or supervising the administration of the medication.
13. The parents may at any time come to school and medicate their own child.
14. The school, upon request of the physician or parent, will provide written feedback relative to any observed actions and the effects to the medication.
15. The parent will pick up any unused portion of the medication when the medications are changed and at the end of the treatment regime. If medications are not picked up by the parent at the end of the school year, they will be disposed of in an appropriate manner.
16. By signing the Medication Authorization Form the parent acknowledges and agrees that when the medication is administered or attempted to be administered, he waives any claims and agrees to defend and hold harmless Channahon School District, its employees and agents any claims of damages resulting from the administration or student administration of medication. The parent /guardian accept full responsibility for the medication administration.