

PROCEDURE FOR ADMINISTRATION OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATION AT SCHOOL

MEDICATION ADMINISTRATION:

Parents and guardians have the primary responsibility for administering medication to their children. Only those medications absolutely required for the critical health and well being of the student will be administered during school hours or during school related activities. In order to ensure the safe and proper administration of medication to students, the following procedures have been established. The intent of these procedures is to protect the student, to provide a clear and consistent approach to the administration of medication, and to ensure that physician, parents, school personnel, and student understand their responsibilities.

PROCEDURE:

1. The parent(s)/guardian(s) and Illinois physician will complete the School Medication Authorization form before the administration of any prescription and/or **non**-prescription medication at school. However, if the prescription medication is an antibiotic that is being prescribed for a short period of time (up to and including 10 days), the parent(s)/guardian(s) may sign his/her permission for the administration of the medications without a medical doctor's order.
2. All prescribed medications will be provided to the school nurse in an original container or vial, as provided by the pharmacist with the prescription label affixed. Upon request, the pharmacist will supply the parent with the properly labeled containers, one for home and one for school. Non-prescription (over-the-counter) medications must be provided in the original unopened container labeled with the student's name.
3. The Medication Authorization Form must be completed annually or whenever there is a change in medication and/or dosage.
4. No student may possess or consume any prescription or **non**-prescription medication during school hours or school-related activities until a completed and signed Medication Authorization form is on file. The school nurse may, in conjunction with the physician and parent(s)/guardian(s), identify circumstances in which a student may self-administer an Epi-Pen or rescue inhaler either under the direct supervision of school personnel inserviced by the school nurse, or an individualized program developed by the school nurse. The appropriate permission-to-carry form must be completed and on file in the Health Office before the student may possess or consume any medication during school hours or school-related activities.
5. It is the responsibility of the parent(s)/guardian(s) to ensure that the licensed prescriber's order, parental authorization form, and medication are brought to the school. Students may not bring medication to school. The parent(s)/guardian(s) will be responsible for taking any unused medication from the school when no longer required. The school nurse will discard unused medication not picked up by the last day of school.
6. Medication will be administered under the direction of the school nurse. Questions relating to medication should be directed to the school nurse.
7. If parental and physician authorization to self-administer medication is on file in the Health Office, the student may carry his inhaler or Epi-Pen. No other medication, prescription or non-prescription, may be in a student's possession during the school day or at school-related activities.

If you have any questions, please call the Health Office at your child's school.
Thank you for your cooperation.

Erickson Elementary School	630.529.2233
DuJardin Elementary School	630.894.9200
Westfield Middle School	630.671.5315