

## **PROCEDURES FOR STUDENTS WHO REQUIRE MEDICATION DURING THE SCHOOL DAY**

Itasca School District 10 recognizes that some students will require medication during the school day in order to protect their health and well-being.

- A District 10 Medication Authorization Form must be completed and signed by both the health care provider and the parent or legal guardian. **The name of the medication, the dosage, the route, and the time to be given must be provided by the physician.** The physician signature must also be on the form. The authorization is in effect for the current school year only. **A new authorization is required each school year and when a dosage changes.** This is required for both prescription and over-the-counter medication.
- The parent or legal guardian will provide the medication in the original pharmaceutical container, with a proper pharmacy label affixed. The label will agree with the medication that is in the container.

**All controlled substance medications will be brought by a parent or their adult designee. School personnel and the parent will verify the number of pills together and sign a log.**

- If tablets are to be split to achieve the proper dosage, the parent or legal guardian will do this before sending the medication to school. School personnel will not split tablets.
- **Over-the-counter medications:** The medication will be brought to school in the original container, with the student's name clearly marked on the package. **A District 10 medication authorization form, completed by the health care provider, is required.**
- **Asthma inhalers and Epi-pens:** students may carry and use their inhalers and Epi-pens in school when the following items have been completed.
  - For metered dose inhalers a **District 10 Parent Authorization Form** must be completed by the parent or guardian and the prescription label must be provided.
  - For Epi-pens a **District 10 Medication Authorization Form** must be completed by the health care provider and the prescription label must be provided.
  - An extra inhaler or Epi-pen is recommended to be kept in the nurse's office.
  - Allergy and asthma care plans, completed by a health care provider, are strongly recommended.
- Medications must be picked up by the parent or legal guardian at the end of the school year. **Medications that are not picked up on the last day of school will be disposed of.**
- Students will self-administer medications whenever possible, under the supervision of school personnel.
- Itasca District 10 retains the right to reject requests for administration of medication. Parents may elect to come to the school to administer their child's medication at school.