

Escondido Union School District
PROCEDURES FOR ADMINISTERING MEDICATION TO STUDENTS AT SCHOOL

The procedures for administering prescription and/or non-prescription (over-the-counter) medication to students during the school day will be executed under the following conditions:

1. Only medication to be administered to the student at school as prescribed and authorized by the student's physician in the manner stated on this form may be brought to school. (Written parent permission is also required)
2. Such medication shall be administered and taken directly by the student in accordance with the instructions by the physician listed on this form.
3. Medication **MAY NOT** be brought to school by students. All medication must be transported to school by a parent/guardian or another adult authorized in writing by the parent/guardian to deliver the medication.
4. Medication brought to school must be brought in the original prescription or manufacturer's container with the following clearly labeled: (Parent/guardian may want to ask the pharmacist about the possibility of special "school packaging" - a separate container labeled just for the school-time dose) the label must match the Medication Authorization and Plan.
 - the name of the student
 - the name of the prescribing provider
 - the pharmacy dispensing the medication or the manufacturer
 - the strength of the medication and the amount to be given (dose)
 - the method of administration (oral, inhaled, topical, etc.)
 - the specific time or specific situation(s) the medication is given
5. If the medication dosage requires pill splitting, the only pills that may be split are those that are scored. Scored pills may be split in half only, using a commercial pill-splitting device.
6. Parent/guardian must count the pills and sign the Medication Log when medication(s) are brought to and from school.
7. A completed and signed Medication Authorization and Plan form must accompany the medication provided to the school. Fax copies are permitted until the original signed copy can be delivered to the school. The Medication Authorization and Plan and medication label must have the same medication name, dose, route and time.
8. All medication will be kept in a secure place. Any special instructions for storage or security measures must be written by the physician and given to school personnel.
9. Students carrying and administering their own medication must have the physician circle consent on the front of this form and must have the principal's prior approval. The school office staff and nurse must be informed that the student carries medication/inhaler on campus.
10. A new Medication Authorization and Plan form must be completed for any change in dose, time, or method. Medication Authorizations will be valid for the current school year only or until a discontinuing date listed by the prescribing physician. If the medication is discontinued a Doctor's note must be provided to the school.
11. Medications must be picked up by the parent/guardian within one day of the end of the school year or they will be discarded.
12. For special education students with a current IEP, this Authorization serves as an Individual Health Plan (IHP) added to the special education file.
13. Students may use sunscreen during the school day without a physician's note or prescription.