

# **ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS**

School personnel, if authorized by the responsible administrator, may assist students who must take prescribed medication during school hours.

## **A. GENERAL POLICY**

1. No student shall be given medication during school hours except upon written request from a licensed physician/healthcare provider who has the responsibility for the medical management of the student. All such requests must be signed by the parent or guardian.
2. A new form is required for each prescription change and at the beginning of each school year.

## **B. RESPONSIBILITY OF THE PARENT OR GUARDIAN**

1. Parents/guardians shall be encouraged to cooperate with the physician to develop a schedule so the necessity for taking medications at school will be minimized or eliminated.
2. Parents/guardians will assume full responsibility for the supply and transportation of all medications.
3. Parents/guardians may administer medication to their child on a schedule basis arranged with Linfield Christian School. Students are not permitted to carry prescribed or over-the-counter medication on campus.
4. Parents/guardians may pick up unused medication from the school office during and at the close of the school year. Medication remaining after the last day will be discarded.

## **C. RESPONSIBILITY OF THE PHYSICIAN AND PARENT OR GUARDIAN**

1. A request form for prescribed medication must be completed by the pupil's physician, signed by the parent or guardian, and filed with the school administrator or his/her designated representative.
2. The container must be clearly labeled by the physician or pharmacy with the following information:
  - a. Student's name
  - b. Physician's name
  - c. Name of medication
  - d. Dosage, schedule and dose form
  - e. Date of expiration of prescription
3. Each medication is to be in a separate pharmacy container prescribed for the student by a California physician.

## **D. RESPONSIBILITY OF SCHOOL PERSONNEL**

1. The school administrator will assume responsibility for placing medications in a secure cabinet.
2. Students will be assisted with taking medications according to the physician's instructions and the procedure.