

Western CUSD 12

Medication Administration at School

Medications should be given to students **at home** whenever possible. However, if students must take a medication at school the following procedure must be followed.

- 1.) Prior to **prescription or non-prescription** medication being administered to any student in the district, an authorization for administration of medication form must be completed in detail by student's parent/guardian and health care provider. This is necessary to comply with the guidelines of the Illinois State Board of Education and the Illinois Department of Public Health. No medication will be administered outside of an approved medication authorization. If a medication is missed at home it is the responsibility of the parent to come to school to administer that medication. ****Rescue Asthma medication (albuterol inhalers) per Illinois rule, only need written parent permission with guidelines for using medication and the prescription label must accompany inhaler for use at school, if the student is to self carry and self administer the asthma medication.** If the asthma medication administration is the duty of the staff to administer a "medication authorization form" completed by the physician and parent/guardian must be on file in the office. Please contact school nurse with questions regarding asthma medication at Western CUSD 12.
- 2.) Medication must be brought to the school in a container appropriately labeled by the pharmacy or physician, including the name of the medication and the dosage. If there is any change in the student's dosage, a new authorization form will be required. Parents must notify the school when a medication is discontinued.
- 3.) Non-prescription medication must be brought to school in the original container along with the completed medication authorization form. The authorization form must be signed by the physician and parent. Any non-prescription medication (such as acetaminophen or aspirin) will not be administered at school without proper written authorization.
- 4.) Medication will be dispensed only by the school nurse or authorized school personnel. Students are not allowed to carry medication on their person or keep in lockers for themselves or others. The only exception to this rule is for asthma medication, EpiPen, and/or insulin, which are allowed to be kept on self with required parent permission.
- 5.) Except in extreme situations, it is the student's responsibility to go to the nurse's office to take medication. The nurse may take the medication to the student when he/she deems necessary due to the student's age or condition.
- 6.) All medications must be stored in a locked cabinet.
- 7.) In order to promote optimal safety; medication must be delivered to school by an adult and signed in with school nurse or office staff. For this same reason all medication must be picked up and signed out by an adult. **DO NOT SEND MEDICATION TO SCHOOL WITH A STUDENT.**