



Policy of the Board of Trustees

J Series

JLCD-R1

PROCEDURES FOR ADMINISTERING MEDICATION TO STUDENTS

The Principal shall be responsible for the administration of this policy.

All medications must be taken before or after the students 3 hour scheduled academic session.

No staff will be allowed to administer Acetaminophen (Tylenol) or Ibuprofen (Advil). Antiseptic and appropriate emergency medications shall be maintained in the first aid kit.

Epinephrine should be kept in close proximity to students at risk of anaphylaxis due to allergic reaction and in all cases where it is administered, the student must be sent to the hospital immediately.

Medication Brought from Home, should it be necessary.

Provided the following conditions are met and with written parental request, pupils may take prescription and/or non-prescription medications, which are brought from home:

1. Students taking medication while at school or at a school-related activity must register and leave their medicine with the Principal or Designee unless the student has been authorized by the Principal or Designee to carry medications due to a pressing medical need.
2. The medication should be delivered in original container properly labeled with the student's name, the physician's name, the date of the original prescription, name, and strength of medication, and directions for taking by the student.
3. The parent/guardian shall complete and sign a written authorization form for the administration of all medication.
4. The Principal or Designee shall obtain additional information regarding medication, such as side effects of the drug, results of possible refusal of student to take medication, etc.
5. All prescribed medication shall be stored in a designated and secure place. The Principal or Designee shall be responsible for the key or combination of a locked cabinet.
6. Not more than one month's supply of a prescribed medication shall be stored in a school.

1st Reading: September 21, 2017

2nd Reading: October 19, 2017

Adoption: November 30, 2017

Proposed Reconsideration: November 2022



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7. Unused medication shall be picked up by parent of guardian within ten (10) days, or disposal by the school nurse will be carried out and such recorded.

Guidelines for recording

A plan for recording prescribed medication taken by each student including date, time, and quantity, and initials of person assisting the student, must be set up.

1. Each school shall keep a bound book with consecutively numbered pages, in which shall be recorded in ink, the medication taken by a student and will show: the date, time of administration, the kind and quantity of medicinal preparation, the name of the prescribing physician, and the signature or initials of adult present.
2. If student refuses to take or spills medication, or the medication is lost or has run out, such shall be recorded.
3. Recording cannot be altered. If an error occurs, a line is to be drawn through the entry, and correct data recorded in line below and signed.
 - a. Such a record shall be available to representatives from the State Division of Public Health and/or State Department of Education.
 - b. Each record should be kept in a designated place for three (3) years from the date of last transaction (entry) recorded in the book.

Student Health Records

Student health records will be maintained by NCCA's contracted nurse. Physicians' written orders and the written authorization of parents or guardians should be filed with the student's cumulative health record and kept for three (3) years.

An appropriate summary completed at least once every school year for each medication prescribed and taken should become part of the student's health record.

The State law forbids any child for any reason to take medication without written permission of the child's parent or legal guardian. Permission slips are available in the Principal's office.

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