

## Medication Administration Policy

Whenever possible, all medication (prescription and non-prescription) should be given at home. **However, if students must take medication at school, the following guidelines must be followed:**

1. Prior to prescription and non-prescription medication (including Tylenol, cough drops and cough syrup) being administered to any student at school, a School Medication Authorization Form must be completed in full. This is necessary to comply with the guidelines of the Illinois State Board of Education and the Department of Public Health.
2. An adult must bring the medication to the school nurse or principal. It should not be sent to school with a student. The bus driver may transport medication from the parent to a school authority.
3. All medications must come in the original container from the store along with a completed School Medication Authorization Form. (Extra forms are available from the office or can be printed from the school website: [www.libertyschool.net](http://www.libertyschool.net)) The parent and the doctor must both sign this form. For your convenience, we can fax the permit to your doctor for his signature. Any change in student's dosage requires a new permit. Parents may ask the pharmacist for a duplicate prescription bottle so that one can be kept at home and the other at school.
4. Medication must be labeled with the child's name, medication name/dosage, administration route (by mouth, to skin or inhaler), the date and the doctor's name.
5. The School Nurse or a designated school employee will dispense all medications. Students are NOT to carry medication on their person or keep it in their locker for themselves or others. Asthma inhalers and Epi-Pens may be carried on the prescribed student only if the Physician and Parental Authorization for Self-Administration of Asthma Form are completed prior to self-administration.
6. 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 she deems it necessary due to his/her age or condition.
7. On field trips, a certified staff member will be designated to safely store medication and with the assistance of the classroom teacher will supervise the student's self-administration of his/her medication.
8. All medications must be stored in a locked cabinet.
9. All health care provider authorizations will automatically expire at the end of the school year and are subject to renewal in the succeeding year.
10. Liberty CUSD #2 has Standing Orders for Epi-Pen and Epi-Pen Jr. (for severe allergic reactions), Albuterol Inhaler (for asthma symptoms), Glucagon Injection (for treatment of severe low blood sugar symptoms), Triple Antibiotic Ointment (for treatment of minor skin cuts and scrapes), and Anti-Itch Gel (for treatment of temporary relief of itching and pain associated with minor skin irritations). These orders are signed by a physician.

This policy is for the protection of all students. Thank you for helping keep our children safe. If you have any questions, please call 645-3433 and ask for the nurse.

***\*School Medication Authorization Form on the reverse side.***