

COLCHESTER SCHOOL DISTRICT

PROCEDURE FOR THE ADMINISTRATION OF PRESCRIPTION MEDICATIONS

The Colchester School District recognizes that at the present time many children are able to attend school as a result of the effective use of prescribed medication in the treatment of chronic disabilities and illnesses. Students who will be taking prescribed medication at school must comply with the procedure outlined below.

1. Before a medication can be given at school, a written doctor's order detailing the name of the student, drug dosage, condition being treated, and time the medication is to be given must be received by the school nurse. A renewal of a long-term medication order is required each school year.
2. Written permission from the parent/guardian of the student requesting that the school district comply with the physician's order must accompany the doctor's order.
3. Medication must be brought to school by the parent/guardian in a container appropriately labeled by the pharmacy or medical home. A second pharmacy properly-labeled bottle should also be obtained for field trips.
4. For safety reasons, students are not permitted to bring medication to school on the bus.
5. Medication will be kept in a locked cabinet in the school health office.
6. Unused medications will be returned to the parent/guardian or destroyed appropriately at the conclusion of the school year.
7. When medication is administered at school, only the school nurse or the school nurse's designees may administer the medication in compliance with the school's policy.
8. A student's first dose of a new medicine should occur at home.
9. Students with chronic illnesses (e.g. asthma, diabetes, etc.) who are responsible for administering their own medications shall be allowed to continue this practice. These students are asked to have their parent and doctor sign the Self-Administration of Student Medication Authorization form. This form can be found in print form in each school's health office and can also be downloaded from the school's health office website.

We appreciate your cooperation with this procedure to assure the safe administration of prescription medication in the school setting.

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