

# SCHOOL DISTRICT OF MONROE

## MEDICATION INFORMATION SHEET for All Schools

Medications should be administered at home rather than at school whenever possible. When students must take medication during the school day, the district will follow these procedures for the safety of all children.

*Schedule 2 medications (Ritalin, Dexedrine and Adderall) and all pain medications (other than Tylenol/Acetaminophen, Ibuprofen) must be stored, counted and administered by school staff at all grade levels due to the potential for abuse of these medications.*

### PARENT RESPONSIBILITY

Prescription Medication Forms and Over the Counter (OTC) Medication Forms (both for short term or long term medications) are available in this packet and online @ <http://www.monroeschools.com> under the “School Health Corner” section.

**A *Consent for Prescription Medication Form*** must be signed by parent/guardian and physician/health care provider and kept on file in the school office.

- Medication must be in the original pharmacy bottle labeled with current dosage & student’s name.
- New consent form filed annually and anytime a dosage or medication changes.
- **Medications that are ordered for three times a day dosing are to be given at home unless a health care provider specifically states that it is to be given at school.**
- It is very important to note that students, who take medications on a regular basis in the mornings and or at noon time for better concentration in the classroom, do so much better if they have it available every day. If they do not have the proper refill of medications brought to the school, the student really struggles in the classroom, making it long day for everyone involved. Please try to have them available a day or two before the student runs out at school.
- If there is a change in the student’s medications at home or at school, please let the health office know so they can watch for adverse reactions when starting a new medication, change of dose or discontinuing a medication.

\*Parents are encouraged to personally deliver refills of these medications to the school office to eliminate the risk of lost medication.

\*Schedule 2 medications such as Ritalin and Adderall must be picked up and dropped off by the parent/guardian. Medication remaining at school at the end of the year should be picked up at school either on the last day they will be disposed of in an appropriate manner.

#### **Inhalers**

Inhalers may be stored in the health office *or* carried and self-administered by the student-either way a form needs to be signed and kept on file in the School Health Office. In order for a student to have access to an inhaler at all times, it is recommended that a second inhaler be kept in the school office as a back-up to the one carried by the student, especially if the student needs it for PE class.

- **Consent for Asthma Inhaler Medication form must be signed by parent/guardian, student and physician or health care provider on file in the school office even if the student carries his inhaler. This is required by state law.**
- The inhaler (not the box) must be labeled with an appropriate pharmacy label and the student's name.

The student's ability to manage his or her own inhaler responsibly may be evaluated, and if necessary, the parent may be asked to reconsider the appropriateness of the student administering his/her own medication without supervision.

### **Over-the Counter Medication (OTC)**

*The Consent for Over-the-Counter Medication forms* must be signed by parent/guardian and kept on file in the school health office. If there is not a form signed, we will make a phone call to parent on one occasion for verbal permission and then the form will be sent home to be signed. We will use one form per student **NOT** per family. This form will be good for all grades K-12. Generic Tylenol and Ibuprofen will be available in all of the health offices with a signed consent form. If you prefer, you may send a separate original labeled bottle in for your child's needs.

All other medications must be supplied as follows:

- Medication must be in the original container.
- Label bottle with student's name.
- Dosage must be age appropriate as stated on the bottle unless a written physician's order indicates otherwise.
- Vitamins, herbs or homeopathic remedies will not be administered by school personnel unless we have a signed prescription form from a physician/healthcare provider.

### **STUDENT RESPONSIBILITY**

- Report for scheduled medication at the appropriate time.
- Store inhaler in locker and only take back and forth to gym.
- Tell an adult when an inhaler is used for symptoms.

### **SCHOOL RESPONSIBILITY**

- Health assistants are at each building with hours ranging from 915am-3pm daily.
- All medications will be administered by trained personnel but not always by a nurse.
- Administer medication as directed by physician or labeled container.
- Make a concerted effort to locate students who have not reported to the office at the scheduled time. If this becomes a pattern, parents and/or teachers will be contacted and asked to help develop a plan to assure the student receives the medication as scheduled.
- Notify parents/guardians when more medication is needed at school at least 3-5 days in advance.
- Maintain a confidential and accurate medication log.
- Store medications in a secure place.
- Abide by HIPPA and FERPA and keep health information on a need to know basis. This allows for conversation with administration per district nurse and as necessary with teaching and support staff.