

Information About Medication Administered at School

Please read prior to completing the “Permission for School Administration of Medication” form

General Guidelines:

1. Every attempt must be made by the student’s parent and licensed health care provider to have medication administered at home during non-school hours. When this is not possible the appropriate *Medication Administration Form* must be completed for medications in order to be administered during school hours.
2. Initial doses of medication that a child has never taken will not be given at school.
3. The parent/guardian should deliver the medication **along with** the *Medication Administration Form* to the school.
4. All medications must be in the original pharmacy labeled container or, in the case of over-the-counter medications, in the sealed manufacturer’s container with the manufacturer’s label intact.
5. Due to limited medication storage space, medication quantities to be stored at school is limited:
 - a. Controlled substances must be limited to no more than a **31-day supply**.
 - b. If it is necessary to store an over-the counter medication at school, small containers of the medication should be purchased and provided at school.
6. Medications will not be stored at the school during summer breaks for students who are not attending the summer session.
7. Medications that have expired or are not currently being used by a student will not be stored at the school.
8. Parents will be notified and given an opportunity to pick up their child’s medications at the end of each school year, or as appropriate.
9. Medications that are not picked up will be disposed of in a manner that respects security as well as environmental concerns.
10. A written prescription is required for medication, **including over- the counter medications that are given on a daily basis**.
 - a. The *Medication Administration Form*, when signed by an authorized prescriber, may serve as the as the written prescription; stamped signatures will not be accepted.
 - b. A parent/ guardian written consent is also required; stamped signatures not accepted.
 - c. A **separate** form must be completed for each medication to be administered.

11. Requests from parents/guardians for the administration of experimental medications and herbal/alternative medicinal products at school will be evaluated by the school administrators, Director of Health Services, district administration, and the prescribing health care practitioner.
12. The school district and its' employees reserve the right to refuse to honor medication requests that are not consistent with professional standards (e.g., manufacturer's guidelines, Physician's Desk Reference, etc.) and/or are deemed unsafe for the school setting.
 - a. If this occurs, the school administrators, Director of Health Services, school district's medical consultant (if applicable), prescribing health care practitioner, and the student's parent/guardian will discuss alternatives for meeting the student's needs.
13. Medications that make students drowsy and unable to participate in educational activities may not be appropriate for school administration.
14. Students may self-monitor and self-administer medication as prescribed by their healthcare practitioner, unless there is sufficient evidence that unsupervised self-monitoring or self-medicating would seriously jeopardize the safety of the student or others.
15. Students who will self-monitor and/or self-medicate must have *Physician, Parental, and Student Authorization Forms* completed and on file.
16. Additional Spartanburg School District Seven rules may also apply.

Over the Counter Medications:

1. Over-the-counter medications sent by a student's parent/guardian for short-term (1 to 2 weeks) or episodic use for a specific indication (e.g., for menstrual cramps) will be accepted at the school district's discretion, and must be accompanied by a written request from the parent/guardian.
2. Over-the-counter medications will be given in accordance with guidance on the medication label or package insert unless prescribed otherwise by a healthcare practitioner recognized by South Carolina's Department of Labor, Licensing, and Regulation as authorized to prescribe medications.
3. For school stocked over-the-counter medications, students must have parental/guardian consent on file via their *Student Health Form*.

4. The safety of your child is important to us, for this reason no over the counter medication will be administered before *10:00am or after 1:30pm for elementary students, or before 10:00am or after 2:30pm for secondary students, unless deemed necessary by nursing judgement and consented by parent/guardian.*
5. During Early Release Days, no over-the-counter medication will be administered within an hour of dismissal.

Prescription Medication:

1. Students requiring prescribed medications, including controlled substances, during the school day will receive their medications per written orders provided by a healthcare practitioner who is recognized by South Carolina's Department of Labor, Licensing, and Regulation as authorized to prescribe medications.
2. Prescription medications to be administered at school:
 - a. Should have a specific reason/condition noted as to why the medication is warranted,
 - b. Should be deemed appropriate based on the child's medical history by the prescribing health care provide, and
 - c. Should list the generic name of medication if applicable
3. During Early Release Days, the administration of daily prescription medications will be directed by nursing judgment and parental request.
4. Prescriptions must be renewed at the beginning of each school year.