

CABELL COUNTY PUBLIC SCHOOLS HEALTH SERVICES DEPARTMENT

To Parent or Guardian:

It is the belief of the Board of Education that **medication** should be administered by the home. However, under certain conditions, it is in the best educational and health interests of the child to take prescribed **medications** during the school day.

We are asking for your cooperation regarding giving **medication** in the schools. Because of responsibility placed upon the staff for giving the correct **medications**, we ask that you comply with the following guidelines:

PRESCRIPTION and OVER THE COUNTER MEDICATION

1. All **medication**, including all over the counter medications, must be prescribed by your child's physician and the Medication Administration / Log Form returned to school before that medication will be given by school personnel.
2. A new Medication Administration / Log Form must be presented for any changes and / or discontinuation of any **medication**. Verbal orders from the parent are not legal and will not be accepted.
3. **Parent or Guardian must sign parental permission** on the Medication Administration / Log Form.
4. The **medication** is to be brought to school by the parent or other responsible adult in a properly labeled container from the pharmacy or manufacturer. You may want the pharmacist to label two containers: one for school and one for home use.
5. Send no more than four (4) weeks supply of **medication** to the school.
6. The **student is responsible** for coming to the office or designated person to take the **medication**.
7. The parent or guardian is responsible for picking up the child's medication on the last day of school. Any **medication** that is not picked up will be discarded at the end of the school year.
8. A new Medication Administration / Log Form is required for each school year.
9. **Emergency Medication** (Insulin, Epi-Pen, Inhalers) for life threatening conditions, for all grade levels, fall under additional guidelines. Refer to the Authorization of Self-Administration of Medication Form.

SELF-ADMINISTRATION OF MEDICATION

***** (GRADES 9 - 12 ONLY) *****

Students may self-administer prescription or non-prescription medication provided that certain conditions are met:

- ✱ 1. All prescription medication must have a Medication Administration / Log Form completed by the physician and parent.
- ✱ 2. Parent must complete an Authorization for Self-Administration of Medication Form for each medication and a copy filed with the school nurse and school administrator.
3. The school nurse or designated provider must be reasonably assured that the student is capable of taking his / her own medication.
4. Medication - up to a three day supply - must be kept in a properly labeled container and may be kept on their person (purse, book-bag, backpack) or in their locker.
5. Failure to adhere to these conditions may result in the loss of privilege to self medicate, and the student may be subjected to disciplinary action.

If a student violates the policy regarding medication administration, action will be based upon West Virginia Board of Education Policy 4373 - Student Code of Conduct (126CSR99) and / or West Virginia Board of Education Policy 2422.5 - Substance Abuse (126CSR23).

Reference WV 2422.8

In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any medication which, based on his / her judgement, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent / guardian and licensed provider shall be notified immediately by the school nurse.

Revised, June 2004