

## **MEDICATION GUIDELINES**

When possible, all doses of medicine should be given at home. If it is necessary to take medication at school, the following procedures **must** be followed:

- **All** medication must be kept in the health room. Students may **not** carry medicine of **any** kind or keep the medicine in their lockers or desks. Exceptions to this policy *may* be granted providing that the parent/guardian obtains a written request from the student's licensed prescriber **and** approval from the principal. Students needing to carry and self-administer asthma inhalers and/or Epinephrine auto-injectors will be permitted to do so upon receipt of the self-administration authorization forms completed by the parent/guardian **and** the licensed prescriber each school year.
- **At the High School level only, students are permitted to carry cough drops.**
- It is the expectation of the District that the parent/guardian or adult authorized by the parent/guardian deliver the medications to the nurse. It is also the responsibility of the parent/guardian, or an adult authorized by the parent/guardian to pick-up any remaining medication from the nurse.
- It is the responsibility of the student to report to the nurse at the time the medication is to be given.
- **All medications** require **both** written parent/guardian consent and written authorization from the licensed prescriber. Medication orders must be presented to the nurse in writing, with an original signature, or an authorized electronic signature of the licensed prescriber. Written parent/guardian consent and written authorization from the licensed prescriber for medication administration are required each school year, and also each time a change in medication type, dosage, or time of administration occurs throughout the school year.
- **Over-the-counter (nonprescription) medications** require **both** written parent/guardian consent **and** written authorization from the licensed prescriber. Standing orders written by the school physician(s) authorize the administration of certain over-the-counter medications as outlined in the Warwick School District's "Health Room Guidelines for First Aid and Emergency Care." Medications that can be administered per the standing orders are listed on the "Annual Health Update" form and require annual written parent/guardian consent.
- **All medications** must be sent in the original container with proper and legible labels affixed. Expired medications and medications sent in baggies, plastic containers, etc., will **not** be administered.
- Please feel free to contact the nurse with any questions regarding the above guidelines. To review the entire Warwick School District Policy regarding the administration of medications in school please refer to Board Policy 210.