

ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

A. GENERAL POLICY

1. No student shall be given medication during school hours except upon written request from an authorized healthcare provider who has the responsibility for the medical management of the student. Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601). All such requests must also be signed by the parent/guardian.
2. A new form is required for each prescription change **and** at the beginning of each school year.

B. RESPONSIBILITY OF THE PARENT/GUARDIAN

1. Parent/guardians shall be encouraged to cooperate with the physician to develop a schedule so the necessity for taking medications at school will be minimized or eliminated and students will not miss class instruction minutes.
2. Parents/guardians will assume full responsibility for the supply and transportation of all medications.
3. Parents/guardians may administer medication to their child on a scheduled basis arranged with the school. Students are not permitted to carry prescribed or over-the-counter medication on a school campus (except for emergency medications used for anaphylaxis or asthma – must have a signed self-carry physician authorization on file in the school health office).
4. Parents/guardians may pick up unused medications from the school office during and at the close of the school year. Medication remaining after the last day will be discarded.

C. RESPONSIBILITY OF THE PHYSICIAN AND PARENT OR GUARDIAN

1. A request form for prescribed medication must be completed by the pupil's physician, signed by the parent or guardian, and filed with the school administrator or his designated representative.
2. The container must be clearly labeled by the physician or pharmacy with the following information:
 - a) Student's name
 - b) Physician's name
 - c) Name of Medication
 - d) Dosage schedule (specific to school) and dose form.
 - e) Date of expiration of prescription
3. Each medication is to be in a separate pharmacy container prescribed for the student by a California-licensed physician.

D. RESPONSIBILITY OF SCHOOL PERSONNEL

1. The school administrator will assume responsibility for placing medications in a locked cabinet.
2. Students will be assisted with taking medications according to the physician's instructions and the procedure observed by a school staff member.