

Park View School

Medication Policy

Medication should be brought to school by an adult, NOT SENT with the student, for safety sake. The office is open early in the morning and medicine may be left there for the nurse.

If the child is required to receive **any type** of medication during school hours, only the school nurse, the principal, or his/her designee will administer the medication in compliance with the regulations that follow:

1. Written instructions from a physician will be required and will include:
 - a. child's name
 - b. name of medication and dosage, whether prescription or nonprescription
 - c. frequency and time of administration
 - d. new forms are needed for each school year
2. Parents will provide a written request for administration of medication during school hours.
3. Medication must be brought to school in a pharmacy container labeled with:
 - a. child's name
 - b. prescription number
 - c. medication name/dosage
 - d. administration route and/or other directions
 - e. date
 - f. physician's or licensed prescriber's name
 - g. your pharmacist will supply an extra labeled container at no charge
4. Any change in dosage will require a physician's order. This may be sent by fax to 847-965-0606.
5. Over the counter medication requires the same instructions as above in item #1.
6. The school nurse shall:
 - a. inform appropriate school personnel of the medication
 - b. keep a record of the administration of medication
 - c. keep medication in a locked cabinet
 - d. return unused medication to the parent
7. The school district retains the discretion to reject a request for administration of medication.