

MEDICATIONS: STUDENTS

Receiving Medication:

All student medication must be submitted with a signed parent/guardian permission and signed physician statement form and/or Standing Orders form delivered to the school secretary or the school health nurse by the parent/guardian. Only those medications recognized in the official United States Pharmacopoeia/National Formulary and of its supplements or as prescribed in MAC 37-26 will be permitted in the schools. Documents will be kept on file in the school office or nurse's office.

All medication will be kept in a locked area under the supervision of school personnel and not in the possession of the student, except in the case where allowed by law, determined to be a potentially life-saving medication or determined by a 504 plan. The parent is responsible for providing the school with any state required documentation and ensuring that a secondary supply of medication is provided to the school office as the law specifies. The school health nurse will assess the student for appropriate ability to carry medication. At the conclusion of each year, any unused portion of the medication must be claimed by the parent/guardian, in person. Any unclaimed medications will be destroyed by school personnel at the end of each school year.

All prescription medication is to be in its original container with the proper labeling to include student's name, name of the medication, and strength of the medication, prescribing doctor's name and the dose to be given.

If a student is to take an over-the-counter medication, only that medication identified as standing order may be administered in the stated dosages with parent signature only on a consent form. Current standing order medications are as follows: throat lozenges, Tylenol, Ibuprofen, and Benadryl.

If a student is to take an over-the-counter medication that is NOT identified in the standing orders, then a written authorization by a physician and a signed consent form by a parent/guardian must be submitted to the school office.

All over-the-counter medication must be submitted in the manufacturer's original container to the principal school nurse, or his/her designee with the required form signed by a parent/guardian.

When field trips are scheduled during usual school hours, reasonable accommodation will be made for medication administration normally done during school hours. The school personnel responsible for the field trip should notify the school nurse no later than twenty-four hours in advance of the field trip. Appropriate school personnel will be trained and authorized by the school nurse to store the medication while on the field trip and to supervise the student in self-administering the medication. Medication administration may also be formally delegated by the school nurse to staff if the nurse chooses to delegate.

Administering Medications:

Students may receive their medications only when proper permission slips and physician statements are on file in the school office. School personnel recommend that the initial dose of medication be administered at home by the parent/guardian so as to watch for any first time adverse reactions.

MCPS employees who have received training by the school health nurse will be authorized to supervise students taking their medication. When taking medication according to the prescribed times, each student must administer the medication to him/herself while under the supervision of the authorized school personnel. Alternatively, the school nurse may administer medications directly to students or train and delegate other school employees to administer medication to students as allowed by state regulations. The authorized school person or the student will record the medication administration on the Medication Administration Record.

School employees may administer emergency life-saving medication as allowed and specified by state law.

In the event of an incident with administering medications, please complete the [Medication Incident Report](#) and return it to Linda Simon, Health Services Supervisor.

Medication for School Sponsored Field Trips Beyond the Same Day:

The following procedure is used for field trips scheduled outside the normal school hours such as overnight field trips, athletic trips, and Fine Arts trips.

- **K-8 Grade:** The school employee responsible for the field trip should contact the school health nurse. The nurse will provide the parent/guardian with a Health Information for Field Trip form. The parent/guardian will note prescription and non-prescription medication that must be taken while on a field trip. The nurse will train and assign medication supervision, including proper storage, to an employee or volunteer parent attending the

field trip. The medication must be in the original manufacturer or pharmacy bottle and only the amount that is reasonably expected to be utilized for the length of the trip is brought along. Students will be responsible for “self-medication” to proper time and dosage. If self-medication or any confidentiality about the medication is a concern, parents are to notify the school nurse at least one week prior to the trip. The nurse will delegate the medication as needed.

- **9-12 Grade:** The person scheduling the field trip is responsible for having the parent/guardian list the student by name and any needed prescription and non-prescription medication to be taken, while on the field trip, on the field trip form under medication information. The form will be reviewed by a staff member or a designated parent volunteer prior to the field trip. The medication must be in the original manufacturer or pharmacy bottle and only the amount that is reasonably expected to be utilized for the length of the trip is brought along. High School students may keep their own medication if parent(s)/guardian grant that permission in writing. Those medications can be kept by the student and the student will be responsible for “self-medication” to include proper time and dosage. Students may not share prescription medication with other students. If self-medication or confidentiality is a concern, parents are to notify the responsible staff member at least one week prior to the trip.