

August, 2013

Dear Parent or Guardian:

Attached, for your information and use, is the adopted procedure for the administration of prescription medicine in the Burrell School District. This procedure has been developed in accordance with state rules and regulations and has been reviewed by the school board and our medical staff. We hope these guidelines will assist you in giving this very serious matter your utmost attention.

Please read the document carefully. We encourage you to call our building administrators or school nurses with any questions you may have concerning this information.

Thank you for your cooperation.

Sincerely,

Shannon L. Wagner
Superintendent

SLW/nb

Enclosures

BURRELL SCHOOL DISTRICT

Guidelines For The Administration of Medication During School Hours

The faculty and administration of the Burrell School District recognize that parents have the primary responsibility for the health of their children. Although we strongly recommend that medication be given in the home, we realize that the health of some children requires that they receive medication while in school.

Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures must be followed. Students desiring to self-medicate with an asthma inhaler or epinephrine auto-injector must contact the school nurse for details.

For Prescription Medication (including Complimentary and Alternative Medicine)

1. The physician must complete the prescription medication form.
(Attachment "A")
2. The parents must sign the consent form for prescription medication.
(Attachment "B") Completed forms should be returned to the office.
3. Any medication to be given during school hours must be delivered directly to the school nurse, the school principal or his/her designee, by the parent or responsible adult. The medication must be brought to school in the original pharmaceutical dispenser and/or properly labeled container.
4. A prescription drug log will be kept for any child receiving prescription medication during school hours.
5. In the absence of the school nurse, the student will report to the school office for instructions.
6. Prescription medication will be kept in a locked medicine cart in the school nurse's office.
7. Students in grades 6, 7, 8, 9, 10, 11, and 12, will be responsible for reporting to the nurse's office at the time the medication is to be given. In the absence of the nurse, the student will report to the building office for instructions. In K-5, individualized plans will be made for the administration of medication.

For Non-Prescription Medication

1. Any medication to be given during school hours must be delivered directly to the school nurse, the school principal or his/her designee, by the parent or responsible adult. **The medication must be brought to the school in the container in which it was purchased.** Over-the-Counter (OTC) medications will be administered according to package directions.
2. For each day the medication is to be given during school hours, the parent will write a note stating:
 - a. Name of medication
 - b. Why the medication is to be given
 - c. The exact time the medication should be administered.
3. The note will be taken to the school nurse, or in her absence, to the building principal (or his designee) at the beginning of the school day, along with the medication to be taken.
4. Students in the Middle School and High School will be responsible for reporting to the nurse's office at the time the medication is to be taken. In the absence of the nurse, the student will report to the building office for instructions. In K-5, individualized plans will be made for the administration of medication by the nurse.
5. Non-prescription medication taken at school will be recorded in the first-aid log by the school nurse.

BURRELL SCHOOL DISTRICT

**Private Physician Request For Administration of
Prescription Medication**

Dear Licensed Prescriber:

The parent/guardian of _____
(Student's Name)

has requested that we administer medication(s), to the student during the school day. It is our procedure to request that medication be given before or after school hours whenever possible. If it is essential that the student receive the medication(s) during school hours, please complete the following information:

Medical diagnosis _____

Name of Medication(s) _____

Dosage _____

Route of administration _____

Time schedule for administration _____

Duration of medication administration _____

Possible side effects or contraindications _____

Curtailment of specific school activities (sports, shop, lab) _____

Other current medications taken by student: _____

Is student capable of self-administration? Yes _____ No _____

Date _____

Licensed Prescriber's Signature

Licensed Prescriber's Phone Number

School Nurse

BURRELL SCHOOL DISTRICT

Parent Consent Form For Prescription Medication

To: _____
(Building Principal)

I (We) request that school personnel administer _____
(prescribed medication)

to _____ according to the attached direction from our
(Student's Name)
attending practitioner..

As parent/guardian of _____, I (we) hereby release the
(Student's Name)

Burrell School District and all of its employees from any and all liability for damages our
child may suffer as a result of this request. I understand that my child's school nurse will
contact the prescriber for clarification of instructions as needed.

Date

Parent/Guardian Signature