



COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
2123 S. Arlington Heights Road * Arlington Heights, IL 60005
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SCHOOL MEDICATION GUIDELINES

The administration of medication to students during school hours and during school-related activities is discouraged unless absolutely necessary for the critical health and well being of the student. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a prescription or non-prescription medication during school hours or school-related activities, the following guidelines must be complied with:

1. The School Medication Authorization Form (H-25) completed by the student's licensed health care provider including the specific medication, its purpose, dosage, and time interval for administration of medication, signed by the parent/guardian. The Hold Harmless and Indemnification for the Self-Administration of Asthma Medication and/or Possession of an Epinephrine Auto-Injector (Epi-Pen®) Form (H-26) for self-administered asthma medication or use of an Epi-Pen® completed by the student's licensed health care provider including specific medication, its purpose, dosage, and time interval for administration of medication, signed by the parent/guardian.
2. The appropriate forms must be completed and given to the school before the school will store and/or dispense any medication or before your child may possess asthma medication or an Epi-Pen®.
3. With the exception of asthma medication or an Epi-Pen® to be self-administered by the student, all prescription and non-prescription medication must be personally delivered to the school's health office by the student's parent/guardian in an appropriately labeled container including: student's name, prescription number, medication name and dosage, administration route and/or direction, dates to be taken, licensed prescriber's name, and pharmacy name, address, and phone number. Non-prescription medication must be in the manufacturer's original container with the label indicating the ingredients and the student's name on it.
4. Medication brought to school by a student's parent/guardian will be placed in the appropriate locked cabinet or refrigerator.
5. The student's parent/guardian must confer with the school nurse, prior to the administering of any medication in school or a school-related activity.
6. With the exception of asthma medication or an Epi-Pen®, a student may self-administer medication with proper supervision by school personnel based upon the approval of the parent/guardian.
7. When it is not possible for the school nurse to be present, medication will be administered by a health care assistant, administrator, secretary, or teacher after they have received instructions from the school nurse on the correct administration procedures.
8. With the exception of asthma and Epi-Pen® medications self-administered by the student, each dose of medication will be documented in the student's individual health record. Documentation will include date, time, dosage, route, and the signature of the person administering the medication or supervising the student in self-administration. In the event a dosage is not administered as ordered, the reason shall be included in the record.
9. Authorization for long-term medication must be renewed annually, at the start of the new school year.
10. All changes in medication must have written authorization from the student's licensed prescriber.
11. At the end of the medication treatment regime, or the end of the school year, the parent/guardian must pick up any unused medication from the school. If it is not picked up, the school nurse will appropriately discard it.