

Eufaula Public Schools

Guidelines for Medication Administration in Schools

If possible, all medications should be given at home. The school nurse and/or designated school staff can administer medications when this is not possible. However, to ensure the safety of all students, the following requirements must be followed:

1. A *Medication Request and Release* form must be completed and signed by the parent/guardian on any medication, prescription or over-the-counter (OTC). This form is available in the Nurse's Office, principal's office, and also on the school's web site. This form will be kept on file in the student's health file. Medications will not be administered without this form. One form for each medication/treatment given is required. This form is to be renewed each school year.
2. A written record will be kept with student's name, name of medication, and date and time medication is taken.
3. For all students' safety, it is required that the parent/guardian bring and pick up medications. ***No medications will be sent home with the student.***
4. Prescription medications must be brought to school in the original pharmacy container properly labeled with the student's name, name of medication, dosage and special instructions, and date and time medication is to be administered. Parents may request that the pharmacist dispense a separate labeled container for the school.
5. Over-the-counter (OTC) medications must be in a new, unopened, container. Any OTC medication, which is not designated on the label as appropriate for the child's age will not be given without written physician approval.
6. Medications ***will not*** be accepted in envelopes, plastic bags, or any other form not listed above.
7. Students requiring self-administration of medications for anaphylaxis (life-threatening allergies), asthma, and/or diabetes may be allowed to do so according to the following requirements:
 - a. *Medication Request and Release Form* completed by parent and physician.
 - b. Parent acknowledges student is capable of, and has been instructed in the proper method of self-administration of medication and/or treatment.
 - c. Student will inform a teacher, school nurse, principal, coach, or other designated school personnel when such medication and/or treatment are used while at school.
 - d. Students will not share their medications with other students.
 - e. The Eufaula Public Schools and its employees shall incur no liability as a result of any injury arising from the self-administration of medication and/or treatment.
8. The parent/guardian will provide medication and supplies used for administering medication/treatment at their own expense.
9. The parent/guardian will notify the school of any change in the administration of medication and will provide the school with a new prescription bottle and complete a new *Medication Request and Release form*.
10. At the end of the school year, any remaining medication must be picked up by the parent/guardian or it will be destroyed.

The Eufaula Public Schools and its employees will not be liable (to student or parent/guardian of the student) for civil damages (for any personal injuries) to the student, which results from acts or omissions of the school nurse or designated employee

in administering any medication.