

## Medication Administration for Fletcher Miller School

Procedure for safe administration and handling of medication

### ***ROUTINE MEDICATION:***

In order for a medication to be given routinely by the clinic the following procedure must be followed:

1. Please call the school clinic and discuss any medication that is needed to be administered in the school setting with the school R.N.
2. Completion of Jefferson Schools Medication Agreement Form (Form #924). **This written permission must be signed by both you, the parent, and your child's physician before even one dose of the medication can be given.**
3. ALL MEDICATIONS MUST BE IN THE ORIGINAL PRESCRIPTION BOTTLES, WITH THE APPROPRIATE MEDICATION LISTED, THE NAME OF THE STUDENT, THE DOSAGE, THE CORRECT TIME TO BE GIVEN AND THE DOCTOR'S NAME.
4. Medications must be handled by adults at all times. Students should not have medications in backpacks, lunch boxes, etc. All medications should be transported to school in a paper bag clearly marked with student's name, given to the bus driver, who will directly hand the medication bags to school personnel.
5. When we are in need of more medication at school, you will receive the empty prescription bottle in a paper bag marked with your student's name, given to you by the bus driver. **YOU WILL NOT RECEIVE A CALL FROM THE CLINIC.** When you receive the prescription bottle, know that we have kept a small supply of the medication at school (usually at least 3 days) in order to give you time to fill the prescription.
6. Please return the medication as noted in #4.
7. **NOTE:** we are not allowed by the district to alter any medication that is sent to us. That includes cutting pills in half. If your student requires ½ tablets, please send them in already split in half. Thank you!

### ***SHORT-TERM MEDICATION:***

In a situation where a medication has been prescribed for an illness (ie antibiotics), we will give the medication for one day if the following procedure is followed:

1. Please call the school clinic and discuss the temporary medication administration with the school R.N., including time to be given and start and stop dates.
2. **SEND IN THE ORIGINAL PRESCRIPTION BOTTLE, WITH A WRITTEN NOTE SIGNED AND DATED BY YOU, THE PARENT.** The medication will be given for one day. A medication form will be sent home with the student and must be returned the following day for the medication to be continued.
3. If at all possible, we prefer **NOT** to have the medication go back and forth between home and school. There is always a chance that the medication will be left either at home or school, disrupting the schedule. If you speak with the pharmacist as you are having the medication filled, he/she will often split the dosage and provide a bottle for school.