

Provo City School District
Policy Series 3000: Students

3416 P1

Administration of Medication to Students

The administration of medication to a student while he is at school should be a rare occurrence. However, there are circumstances that require that medication be given during school hours. Each request for medication will be evaluated individually by the school nurse and school authorities.

Guidelines

1. The "AUTHORIZATION OF STUDENT MEDICATION" form should be completed and signed before medication can be administered. This authorization must be updated annually and as needed when there is a change in a doctor's orders for a student's medication.
2. The parent shall bring the medication to the school and take home any left over at the end of the school year. The pills should be counted by the parent and the school person receiving the medication and the number of pills recorded on the medication administration form along with the counting people's names.
3. The medication shall be accepted only in a container that is labeled by a pharmacist. The label must include the name of the medication, route of administration, the time of administration, and the physician's name.
4. The medication shall be kept in a locked location. If refrigeration is required, the medication will be stored in a refrigerator.
5. The school nurse shall provide needed training to those school personnel who agree to give the medication.
6. A daily record shall be kept for each student receiving medication. Each dose of medicine given must be charted by indicating the date, time given, and the signature or initials of the person giving the medication.

Approval Date:
Revised:

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