

Permit to Give Medication in Clay County Schools

Clay City Unit #10

Flora Unit #35

North Clay Unit #25

In order to comply with the guidelines recommended by the Illinois Department of Public Health, the Illinois State Board of Education and the Illinois Association of School Nurses for administering medication in school, we need the following information from the licensed prescriber and a written request from the parent/guardian requesting the medication be given during school hours. The intent of these guidelines is to reduce the number of medications given in school, yet assure safe administration for those children who require them. In the absence of the school nurse, the administrator or his designee may supervise self-administration of medication as ordered by the licensed prescriber or have the parent/guardian come to the school to administer the medication(s).

A written order for prescription and non-prescription medications must be obtained from the child's licensed prescriber. (Orders should be renewed at least annually for long-term medications, and any changes should be reported in writing.) The order includes:

Student Name _____

Date of Birth _____

Licensed Prescriber _____

Prescriber's Phone # _____

Emergency # _____

Name of Medication _____

Dosage _____

Route of Administration _____

Frequency of Administration _____

Date of Prescription _____

Date of Order _____

Discontinuation _____

Diagnosis _____

Intended Effect of Medication _____

Other Medication Child is Receiving _____

Time Interval for Reevaluation _____

Possible Adverse Effects of This Medication _____

Licensed Prescriber Signature _____

TO PARENT OR GUARDIAN:

Please sign below to request the above medication be given at school. Medication must be brought to school in a container appropriately labeled by the pharmacy or licensed prescriber, and non-prescription medications ordered by the licensed prescriber should be brought with the original label and the child's name affixed to the container. Only those medications which are necessary to maintain the child in school or must be given during school hours shall be administered. If you have questions, please call the school nurse.

Date _____

Signature of Parent/Guardian _____

Phone _____

Emergency Phone # _____

MEDICATION PROCEDURE

In order to comply with the recommended guidelines for medication administration in schools by the Illinois Department of Public Health, the Illinois State Board of Education, and the Illinois Association of School Nurses, we must have a written order for prescription and non-prescription medication from the child's licensed prescriber as well as a written request from the parent/guardian requesting the medication be given during school hours.

Only those medications that are necessary to maintain the child in the school and must be given during school hours shall be administered.

The form for the written order request can be obtained from the child's school, the Nurse's Office, or the Administration Office. The form has also been provided to the local physicians' offices. The Permit to Give Medication in School form must be completed by the child's licensed prescriber, and the parent/guardian must complete the parent/guardian section.

Orders for medication shall be renewed for each school year. Changes in medication shall have written authorization from the licensed prescriber.

Prescription medications must be brought to school in a container appropriately labeled by the pharmacy or licensed prescriber. Non-prescription medications ordered by the licensed prescriber shall be brought in with the manufacturer's original label listing the ingredients and the child's name on the container along with the form completed by the licensed prescriber and the parent requesting medication by given during school hours. All medication must be turned in to the school office by the parent/guardian or a designated adult and remain there for dispensing.

The medication shall be left in the school office and kept in a locked drawer or cabinet. Medications requiring refrigeration will be refrigerated.

The medication shall be administered by the certified school nurse. In the absence of the certified school nurse, the school administrator or his/her designee may supervise self-administration of medication or have the parent/guardian come to the school to administer the medication.

When a medication is given at school, it shall be documented by the certified school nurse or the school administrator or his/her school designee.

The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent/guardian does not pick up the medication by the end of the school year, the certified school nurse will dispose of the medication in the presence of a witness.