

Medication Administration for All Students Attending Bloomington Public & Non-Public Schools

Medication

→→ No drugs, (including over-the-counter medications and herbal or food supplements) will be given without specific instructions from a physician. Medications will be given at school only when other arrangements beneficial to the student's well being cannot be made.

- Medications must be supplied in the original prescription bottle and completely labeled with date, student's name, name and dose of medication, name of prescribing physician, route of administration, when to take, duration and expiration date of medication.
- The medication must be prepared and labeled by a registered pharmacy.
- The medication must be FDA approved and listed in the Physician's Desk Reference.
- Over-the-counter medications must be supplied in the original labeled container.

When the Health Service Associate (HSA) is not in the school and a medication must be given, the Supervisor of Health Services in cooperation with the HSA and the principal, will select a designated person to assume this responsibility. This designated person will be trained in the correct method of medication administration.

To give any medication in school, the parent/guardian must provide the school with a written order from a physician. It must contain the following information:

1. Student's name
2. The name of the medicine
3. Dosage
4. The time of day & duration it is to be taken
6. Physician's signature
7. Parent's signature

OR

See our school's Health Service Associate for a Medication Authorization Form to have your clinic and physician fill out and sign.

TAKE NOTE: When any type of medication is found in students' possession, the teacher will take it to the HSA, and the parent/guardian asked to come and pick it up. The school's guidelines on medication will then be explained.

It is the responsibility of the parent to notify the school when the medication changes or is terminated, and/or to obtain new orders.

Medication Authorizations are required at the start of each school year and automatically expire at the end of that school year. The school nurse will provide a Medication Authorization Form for you if needed.