

MEDICATION GUIDELINES AND PROCEDURES

Neither the Board nor the District staff members shall be responsible for the diagnosis or treatment of student illness. School nurses are not permitted to dispense medication without a doctor's written permission, so states New York State Nurses Practice Act. However, under specific regulations, a doctor may prescribe medication that can be given to a student during school hours. Only these medications that meet the student's health needs for a specific period of time may be given during the school day. No medication may be given on an emergency basis. The law clearly states necessary procedures to protect the individual student, the student population, and the school authorities.

- A. All prescription and non-prescription medication must be locked in the nurse's office and administered only by her. Students may self administer and carry medicine with them with the doctor's and parent's permission. New York State Education Law prohibits the giving of internal medication in school unless a written doctor's order for that medication and a written parental request to give that medication is brought to the school nurse. This law also includes over-the-counter medication such as aspirin, acetaminophen, cold preparation, etc.
- B. Only written doctor's orders are acceptable and this should include beginning and discontinued dates. This note should also include the student's diagnosis because some diseases are not appropriate for school environment. A written note from parents is also necessary for the record.
- C. All medication must be labeled with student's name, medicine identification, dosage, time to be given, and dates. The doctor's and pharmacy telephone number are needed for unanticipated side effects.
- D. Parents must bring medication to the nurse along with the permission slips. Children under eighteen are not legally responsible to carry medication, unless so specified in writing, by their doctor. The written order must state the reason(s) necessitating this procedure. A pharmacy label on a prescription does not constitute a written order and cannot be used instead of a written order from a licensed prescriber.
- E. All non-prescription drugs are to be handled the same as prescribed drugs.
- F. All notes become part of the student's permanent record. Medication cannot be administered at school unless all of these procedures are followed.