

Policy for Administration of Medication at School

There are times when it is necessary for students to take medication at school. Baugo Community Schools has established a policy regarding the administration of medication to students by school personnel. This policy, which is based on state laws, is for the protection of all students.

We ask parents to make every effort to arrange your child's medication schedule to avoid school hours. When your child must be given medication at school, Please observe the following regulations:

- A medication authorization form must accompany any medication brought to school or be on file in our office: available in the school office. Prescription drugs must have both the parents and the physician's authorization.
- Non-prescription drugs (Ibuprofen, Tylenol, etc.) need *only* a parent's written permission to give *no more* than what is instructed on the label directions.
- Written consent is valid only for the period specified on the consent form, and in no case longer than the school year.
- The original and most recent prescription container with the pharmacy label on it must be **brought to school by an adult** for your child. The label must be clearly marked with the child's name, name of the drug, dosage, and times to be given. If it is a non-prescription drug, the medication must be in the original container and must be age appropriate.
- The medication will be kept in the office for safekeeping. The student will come to the office to take the medicine at the proper time, unless otherwise stated.
- Most medications need not be taken at school. Only those that must be taken with or before meals, those taken 4 times daily, and emergency medication (for bee sting, asthma, etc.) should be sent to school.
- Bring no more than one month's supply at a time.
- Any medication brought to school without proper marking (in original and legible container) or proper authorization will not be administered and the parent will be contacted.
- If a student must carry &/or medicate herself/himself at school, such as the use of an inhaler, written parental and physician permission must be given on the medication authorization form.
- If there are changes to any medication given at school, notification from the parent and/or physician needs to be given in writing.
- Medications stored at school will not be sent home with any student below grade 9. Students in high school may take medication home with parent written permission.

If you have any questions about the above policy, please call a school nurse at:
Jimtown Elementary 574-522-0379, Jimtown Intermediate School 574-294-2158,
Jimtown Jr. High 574-294-6586, or Jimtown High School 574-295-2343

Fax Numbers: Jimtown High School 574-294-5596; Junior High 574-970-2110, Intermediate 574-522-7649, Elementary 574-522-3899