

# guidelines

OFFICE OF THE SUPERINTENDENT  
MONROE COUNTY COMMUNITY SCHOOL CORPORATION

OPERATIONS  
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## USE OF MEDICATIONS

### **Medications in School**

1. Parent/guardian will assume responsibility for delivering medications to and from school.
  - a. Medication(s) should be delivered to the school health office.
  - b. Only medications received in their original bottles or containers with attached labels will be accepted.
  - c. All medications, whether prescription or non-prescription must be clearly labeled as follows:
    - (1) the name of the child;
    - (2) the clock time of administration;
    - (1) the name of the medication, including quantity per dose;
    - (3) the name of the prescribing physician(s), as copied onto the label by the pharmacist if the medication is prescription.
  - d. Not more than a week's supply of such medication should be delivered.
  - e. The school nurse or other designated employee will check the medication and arrange for safe keeping.
2. A written authorization from the parent/guardian will be on file in the school health office before any prescription or non-prescription medication will be administered. The written authorization may be withdrawn by the parent/guardian at any time and shall be kept on file for no longer than one year.
3. Written directions from the prescribing physician must be received by the school before any prescription drug can be administered. A copy of the directions will kept on file.
4. With the exception of school nurses and health aides, only employees designated by the chief building administrator may administer medications, and the medication must be administered in the presence of another adult. The school nurse will assume the responsibility or delegate the responsibility, after giving proper training, of the administration of all medications which require an injection.
5. A log of all medications administered will be maintained by school medical personnel or by the designated employee in the health office and periodically reviewed by the school nurse.
6. School employees may administer first aide in emergency situations.