

Union Parish Public Schools

Administering Medications at School

It is seldom necessary for any school personnel to give medication to a child during the school day. Children that are acutely ill should be sent home. Children that are convalescing from an acute illness should remain home until medication is no longer needed.

No antibiotics or eye drops will be given at school.

Students should not be allowed to have any drugs in their possession on school grounds.

Special situations do exist for a health program that will involve long – term medication. If such a situation should arise, i.e., anticonvulsants or antihistimincs, should be handled in the following manner:

1. A conference must be held and may include the parent, principal, teacher, and nurse.
2. Obtain a signed request from the parents. Request form should be completed and copy's made for the parent with the original retained at school and copy given to parent/guardian.
3. Medicine will be labeled with student's name, doctor, drug store, time of administration and dosage. Medication has to have original pharmacy label. Unlabeled medication will not be given at school.
4. Medication will be brought to school by the parent/ guardian. Medication will not be sent by a student on the bus.
5. Because of potential abuse of drugs, all medications should be kept under lock and key in a secure, central location.
6. Physician's order must be obtained.

When a nurse is present in the school, she will supervise the child in taking medication. In the nurse's absence a trained school employee will administer the medication.

No employee of the Union Parish School System may be held responsible if the child takes an overdose of the medicine. If the daily dose of medicine is stolen, lost, spilled, or if the child refuses to take it or spits it out, a reasonable attempt will be made to reach the parents. If the parents/guardians cannot be reached, the school personnel cannot be held responsible. The particular situations must be documented and signed by the person involved.

A copy of this policy must be given to every parent /guardian before the request is signed.