

## Introduction

The goal of the Tallapoosa County Schools regarding the administration of medication during school hours is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience. The Tallapoosa County Schools have procedures in place to enable parents to delegate the administration of medications by school personnel. The school nurse may not always directly administer the medication but will work with the school to set up safe and effective guidelines in medication administration. The school nurse will provide instruction to the person designated to give medications and that person will complete the appropriate training for the administration of medication, as directed by the Alabama State Department of Education and the Alabama Board of Nursing.

## Parent's Responsibility

- **The parent/guardian and the physician must sign the “School Medication Prescriber/Parent Authorization Form” granting permission for the student to receive medication at school.** This includes all over-the-counter medications. A new medication authorization form is required every year.
- The parent/guardian must provide the school with medication that is in a correctly labeled prescription bottle/container. Do not send any medication in a plastic bag. The parent should ask the pharmacist to label a second bottle for school purposes. Over-the-counter medication should be in the sealed original bottle.
- The parent/guardian must provide the school with a new signed statement if there is a medication change during the school year.
- The parent/guardian or designated responsible adult shall deliver ALL medication to the school office. **Do not send ANY medication to school by the student.**
- The parent/guardian should give the first dose of any new medication at home in order to be aware of any allergic reactions.
- Medications that are three times a day will need to be taken at home before school, after school, and before bedtime.
- Students with inhalers with a doctor's permission to self-medicate must have a signed medication authorization form from the doctor and the parent as well as a signed self-administration form.

- The parent/guardian should pick up the student's unused medication at the end of the school year.

### School's Responsibility

- If the school nurse will not be able to administer the medication during school hours or school-related events the school nurse will designate specific personnel (medication assistants) to give medications. These individuals will attend training according to medication policy.
- Medication assistants will follow the medication policy and administer medication in a safe setting.
- In the event of an allergic reaction or an emergency involving medication, the school will contact the school nurse, parent/guardian, and emergency personnel, as needed.
- Medication assistants will not administer medication when there is any discrepancy, i.e., label different from instructions, label is unclear, or label is torn. Medication will not be given until clarification is obtained.

### Student's Responsibility

- Students will not deliver medications to the school unless they have written permission by their physician and parent via the "School Medication Prescriber/Parent Authorization Form" and a self-medication form signed by their physician and parent.
- Students may self-medicate only when they have met the criteria for self-administration according to the medication policy.
- Students who have doctor's orders to have medications on their person, i.e., asthma inhaler or EpiPen, will not share medication with other students.
- Students will notify their teacher at the onset of any distress or allergic reaction. The student will be aware of the medication location and will be familiar with his/her medical action plan.
- Students who have documented permission to self-carry/self-administer their medications will have their medication with them at all times during school hours and for school-related events, such as field trips.