



### **POLICY: Medication Administration**

It is the policy of Thornton Academy that only essential medications will be administered to students during school hours. Whenever possible, the schedule of medicine administration should allow a student to receive all prescribed doses at home.

- A. If it is necessary for a student to take medication during school hours, the school nurse or designee(s) will administer the medicine in accordance with the following:
  - 1. The "*Thornton Academy Health Services: Release to Administer Medication*" consent form must be completed. Documentation of a physician's order may be required if the medication is a prescription drug. A physician's order will be required if the medication is an over the counter drug, and the dose exceeds the "standing order" dosage.
  - 2. Any prescription medication must be sent to school in a pharmacy labeled container. Any non-prescription drug must be sent in the original container.
  - 3. An "*Over the Counter Medication Consent Form*" must be signed annually by a parent/guardian.
  
- B. The school nurse's designee/unlicensed personnel administering the medication will comply with the following:
  - 1. Participation in medication training before receiving authorization to administer medications
  - 2. Refer to this medication policy as necessary
  - 3. Verify that a signed permission form is on file.
  - 4. Follow the prescription instructions.
  - 5. Record the administration of each medication.
  - 6. Document any adverse effects of medication administration.
  - 7. Consult with the school nurse as appropriate.
  
- C. Parents or legal guardians should be advised that:
  - 1. The school nurse's designee(s) may administer medications based on label directions
  - 2. Changes in the medication administration will be made according to a physician's order only.
  - 3. Medication consent forms must be completed annually.
  - 4. Parents must provide all prescription medications and administration equipment needed by the student.
  - 5. Emergency medications (i.e., inhalers, Epi-Pen) may be carried by the student as directed by the physician and with the school nurse's knowledge.

6. Parents are responsible for authorizing the removal of the medication from school at the end of the school year or on the last day of the student's enrollment.  
Medication left a school seven (7) days after the last student day will be dispensed.
- D. The school nurse may administer over the counter medication authorized by a standing order from the school physician after assessing the student, and obtaining written or oral permission from the parent.
- E. Thornton Academy reserves the right to refuse requests to administer medications to a student if any of the criteria outlined above are not met.
- F. Anaphylactic Emergencies
  1. Parents or legal guardians will be responsible for providing precise instructions from their physician for action to be taken when a student contacts an allergen, which may cause an anaphylaxis (e.g., bees, wasps, nuts, other foods, latex)