

## Hartselle City Schools Medication Guidelines

1. Students requiring medication to be given at school, whether daily or as needed, must have a School Medication Prescriber/Parent Authorization Form (**PPA**) completed for *each* medication. These forms can be obtained from the school nurse, school office or online at [www.hartselletigers.org](http://www.hartselletigers.org) (under Departments, click on the Health Services Page and you will find it in the Forms section).
2. There are separate forms for Over the Counter Medications and Prescription Medications. Parent/Guardian Signature is required on both forms, and a Prescriber (MD, DO, CRNP, PA) signature is required for all Prescription Medication and Over the Counter medications *if* given outside of normal age range (as listed on the bottle).
3. For prescription medications, the parent or guardian is responsible for obtaining physician signatures on the PPA. **NO medications will be accepted or dispensed without proper signatures. The time on the PPA and the time on the pharmacy label must match. Times must be specific. (morning, afternoon, or evening is not acceptable as time given)**
4. Medications must be delivered to the school by the parent/guardian or adult designee. Students are not allowed to transport any type of medication to and from school unless the school nurse has approved other arrangements.
5. **Self-Carry/Self-Administration Medications:** Students will be allowed to carry on their person and/or self administer medication prescribed for treatment of chronic health conditions only when the prescriber and parent/guardian have indicated such on the PPA and the nurse has assessed that the students use of the medication is safe and appropriate for school use. Permission for the Self-Administration/Self-Carry of approved medications shall only be effective for the school year in which permission is granted. The Board of Education, the school and its employees shall incur no liability and are immune from any liability exposure created by self-administration/self carry medications. Nothing in this section shall be interpreted as permitting a student to possess a controlled substance, as defined in the Medication Curriculum, on school property.
6. **Prescription Medication** must be brought in the original bottle with a pharmacy label attached. Student's name, physician's name, date of prescription, name of medication, dosage strength, frequency of medication and date of expiration must be on the label. Parent/Guardian will be asked to sign in medication and count the number of pills brought in with the school nurse or school staff. Medications must be given as ordered, for instance if a pill needs to be crushed or capsule needs to be opened the prescriber must document such on the PPA.
7. Any change in medication or the medication orders, to include a change in the dosage, time given, etc., must be documented on a new medication authorization form, signed by the Prescriber and Parent/Guardian. Medication discontinuation orders, to include the effective date, must be documented in writing by the prescriber. The parent or guardian must pick any remaining doses of the discontinued medication stored at the school.
8. Parents may inform the nurse if they wish a medication to be held, but after five days, a prescriber's order must be received to either cancel or resume the medication.

9. Insulin Pens or Inhalers must also be labeled. Please provide the nurse with the original box (with the pharmacy label) that the medication came in.
10. If you receive a sample medication from a health care provider that will need to be given at school, please have them write a prescription with the student's name, medication to be given, frequency of medication, etc., so the school nurse can use this as a "pharmacy label" to comply with the medication at school laws.
11. **Over the Counter Medication (OTC)** must be brought in the original container or packaging. Medications must be **new** with seal still intact. Opened bottles will not be accepted. Please label the medication with his/her name. Look on the bottle for age appropriate dosages. (Children Strength, Junior Strength, etc.). If the medication is not age appropriate, a physician signature will be required on the PPA before the nurse can give a dose.
12. **Siblings** may share a bottle of OTC medication, but a PPA must be completed for each child.
13. No expired medications will be accepted. You will be notified if the medication expires during the school year. All medications given in the school setting must be FDA approved and have an expiration date on it.
14. The first dose of a *new* medication should be given at home and will not be given at school.
15. No stock medications are kept at school. Parent/Guardian must supply any medication that the student receives at school.
16. Any unused medication must be picked up from school by the parent/guardian at the end of the school year. Medications will not be kept over the summer and will be destroyed according to district policy.