

ADMINISTRATION OF MEDICATION TO STUDENTS

In accordance with Board Policy FFAC the administration of medication to students by school employees in the Port Neches-Groves Independent School District must be in compliance with the regulation stated below:

No school employee (including the school nurse) is authorized to administer prescription or nonprescription medication to students unless the following conditions are met:

1. The school must have a written request from the parent, legal guardian, or other person having legal control of the student before any medication can be administered; AND
2. All prescription and nonprescription (over-the-counter) medication to be administered to students must be brought to school in original container.
 - a. The prescription container must state: the student's name, time the medication is to be taken, amount to be given, and the name of the medication.
 - b. Medication given for an extended period of time must be accompanied with a physician's written authorization stating the name of the student, medication, dosage, time to be given, and diagnosis. If the medication dosage changes, written notification from the physician will be necessary, in addition to a written parents request.
 - c. If possible, medication administration time should be scheduled around lunchtime to keep classroom interruptions to a minimum.
 - d. All medication brought to school must be in the original container and must be given to the school nurse. This includes such nonprescription medication as cough drops and aspirin.
 - e. It is the responsibility of the parent to make certain the medication is delivered and picked up from the nurse. Parent should exercise discretion in choosing method of delivery of medication. Parent assumes responsibility for medication that is sent to school. Parents must pick up all medications for students in grades EC to grade 5.
 - f. When medications for short-term illnesses are to be given 3 times a day, the parent is encouraged to give the medication at home before school, after school, and at bedtime.
 - g. All medications must be stored in a locked cabinet.
 - h. At the nurse's discretion all controlled prescription drugs will be counted upon receipt by the school nurse and counted in the presence of another adult. Both adults will sign form to verify accuracy of number of tablets received in nurse's office.
 - i. Any student with prescription or nonprescription medication in school should report to the school nurse and must have written authorization from their physician and parent to carry the personal medication. The student must follow district guidelines to qualify to self administer medication.