



Student Health Care Plan

PRESCRIPTION AND OVER-THE-COUNTER MEDICATIONS INFORMATION SHEET

PURPOSE

Spectrum Academy is a Drug Free School and as such no student is allowed to carry any drug on their person without written authorization from a healthcare professional. Anyone found to be in possession of a drug without proper approval will be brought to the office and dealt with accordingly.

DEFINITIONS

Prescription Medication – Any substance used for the treatment of a disease or to relieve pain that has been given to an individual by a medical care provider.

Over-the-counter Medication – Medication sold directly to the consumer without a prescription from a healthcare professional. (i.e., Aspirin, Tylenol, Motrin, Benadryl, Claritin, Zyrtec, Imodium, TUMS, Lactaid, cough syrup, etc.)

Medication Authorization Form – Written information obtained by medical care provider specifying pertinent information concerning the medication being administered during school hours. This form must be completed and signed by both the healthcare provider and parent or guardian.

Self-Administration Form – Written consent form signed by both healthcare provider and parent or guardian stating that child understands the necessity for and is capable of administering the prescribed medication to themselves as needed (i.e., asthma inhalers, glucagon)

Medication Tracking Record – Form that is filled out when any prescription medication is brought into the school. This form will consist of:

- a) Name of the medication
- b) Amount of medication being received by the school
- c) Signatures of both the staff member accepting and the adult bringing in medication

Parent/Guardian Initial: _____



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SCOPE

- 1) Parent / guardian must complete a new Medication Authorization Form at the beginning of each school year or at the start of a new prescription or over-the-counter medication that will need to be administered during school hours.
- 2) All medication MUST be brought to the school in the original labeled prescription bottle by a responsible adult and not sent to school with the student. Loose prescription pills in baggies will not be accepted.
- 3) The office staff or school nurse will count all prescription medications brought to the school with the adult to verify the quantity that the school is to assume responsibility for. Make sure medications are clearly labeled with your child's first and last name.
- 4) Both the staff member and the adult will sign the Medication Tracking Sheet to verify amount received.
- 5) If a medication is discontinued it is the parent / guardians responsibility to notify the school nurse and to pick-up any remaining medication.
- 6) It is the parent/guardian's responsibility to make sure your child has an adequate supply of medication. For daily routine medication, a one-month supply is recommended. The school nurse will send out an email with a "count" every Friday for those children who have prescription medication giving the parent adequate time to refill the medication if necessary.
- 7) The Over-The-Counter Medication Permission Form must be completed by the student's parent/guardian prior to dispensing any non-prescription medication at school. If your child takes over the counter medications that **exceed** the recommended packaging dose (i.e. 800 mg of Ibuprofen) a Medical Authorization Form must be completed and signed by your child's physician.
- 8) Over-the-counter medications must be in a labeled container with the students name written on it.
- 9) Do not send expired medication. Please check all medication label expiration dates. The school nurse will appropriately discard anything that is expired.
- 10) All medications will be held in a locked cabinet located in the front office or nurse's office. Only those individuals that have been trained on dispensing medications may have access to this cabinet.
- 11) Any unused medication must be picked up by an adult within one week from the last day of school. Medications that remain after this time will be discarded through the North Salt Lake Police Department.
- 12) **Only students in Middle School or High School will be allowed to carry and self-administer medications. A Self Administration Form must be completed and signed by your child's physician and turned into the school office.**

Parent/Guardian Initial: _____