



GUIDELINES

In order to provide maximum safety to students and staff and to be in compliance with Federal and State statutes, the Greenfield Board of Education has established a medication policy and guidelines to guide school personnel and parents/guardians in medication administration in school. Please refer to the full text of the Policy and Administrative Guidelines for additional details. The following are excerpts from the Administrative Guidelines which apply in most circumstances:

Medication should be administered to students by their parents at home whenever possible. Consult with your child's health care provider to determine whether the medication schedule can be adjusted to avoid administration of medication during school hours.

Before any student may receive or use any prescription medication a *Medication Request and Authorization* form must be completed and signed by the prescribing health professional and signed by the parent/guardian and on file at school.

For nonprescription (over the counter or OTC) medications the *Authorization to Administer Nonprescription Medication* form must be completed and signed by the parent/guardian and on file at school.

For safety purposes, parents/guardians are expected to transport and deliver medications to school. Students may transport medications to school only if necessary and **only** if they immediately deliver those to the school office upon arrival. Parents/guardians are to notify the school if medication is being sent to school. Extenuating circumstances may necessitate delivery by a parent/guardian.

Medications must be provided in the original manufacturers' or pharmacy container. Baggies, envelopes, or other non-original containers are may not be used for transportation or storage of any medication. If prescription medication is also taken at home ask the pharmacist for a separate bottle appropriately labeled for school administration.

Medication must be provided in the correct dosage. School personnel will not alter (cut or break) any medication.

Students may not carry or self-administer any prescribed medication except essential or emergency medications such as insulin, asthma inhalers, or Epi-pens, only if properly authorized. Students are expected to be adequately instructed by their health care provider in the use of these medications and deemed capable of taking them safely. Their medication authorization form must specify this and that they may carry and use the medications independently. No supervision of administration or documentation of these medications will be provided by school staff.

Elementary and Middle School students may **not** carry or self-administer nonprescription (OTC) medications. Greenfield High School students may carry and self-administer non-prescription medication without written authorization.

A new written medication (prescription or nonprescription) authorization form is required any time a medication order changes in any way.

Parents/guardians must notify the school in writing if an order is discontinued.

Students may not transport home unused medication. When medications are discontinued or at the end of the school year parents/guardians are responsible to pick them up.

All medication must be provided in original containers that clearly state the information below:

- | <u><i>Prescribed Medication</i></u> | <i>OR</i> | <u><i>Non-prescription (over-the-counter) Medications</i></u> |
|--|-----------|--|
| <ul style="list-style-type: none">• Name of student• Name of medication as listed on Authorization form• Dosage to be given at school• Time and frequency of administration at school• Name of prescribing practitioner• Name and phone number of pharmacy• Date | | <ul style="list-style-type: none">• Name of student clearly written on container• Manufacturer's complete labeling intact• Strength of medication listed• Dosages for age/size indicated• Recommended frequency of administration noted• Indications for use specified• Potential side effects/signs of overdose specified |