

**Administering Medication at School Forms/Letters**

Dear Parent/Legal Guardian,

As many of you may know, dispensing medication in the school is a major responsibility for our school system. Our procedures for handling medications have been updated to meet the state guidelines.

In order to make sure all Board policies and procedures are being met to insure the safety of your child, it is important that the school system enforce procedures for administering non-prescription and prescription medications.

At this time, we are requiring that a parent, legal guardian or third party designee deliver all medication in the original container with a valid expiration date to the school office and register it with properly trained office staff. Secondly, we are requiring that a District permission form be completed and signed by a parent/legal guardian and a medical physician for all prescription medication at the time it is delivered to the school.

Only essential over-the-counter medication will be given to students during school. The District over-the-counter medication form requires only a parent/legal guardian signature for school administration. If an over-the-counter medication is needed for more than three (3) consecutive days, a medical physician will need to complete the prescribed medication form for the over-the-counter medication. Over-the-counter medications will be given according to the prescribed container directions. A medical physician will need to complete the prescribed medication form if an over-the-counter medication needs to be altered. District/school staff will not administer any type of homeopathic medication or dietary supplement to students.

Finally, we are requiring that a "Controlled Substances" log be signed by the parent/legal guardian or third party designee and school designee, indicating the number of pills the school received. No more than a twenty (20) day supply for each controlled substance will be accepted at a time from a parent/guardian or third party designee.

The Board policy dealing with dispensing medication, 09.2241, state that students may take medication that is brought from home with a medical physician and parent/legal guardian signature of approval. However, the student cannot carry any medication, other than certain pre-approved time-sensitive, emergency medications (such as an inhaler, Epi-pen, insulin, glucagon or digestive enzymes) due to Board policy prohibiting possession of a controlled substance. Our procedures in dispensing medication will follow the Kentucky Department of Education School Health Services Manual.

The KDE Health Manual directs schools to accept prescription medications on an individual basis and administer them only as prescribed on the medical physician's authorization. Non-prescription (over-the-counter) medications may also be accepted and given on an individual basis with a completed authorization on file with a physician and parent/legal guardian signature.

Under procedures developed by the Superintendent, a student may be permitted to self-administer medication on an out-of-state field trip with required documentation.

Review/Revised:4/25/11