DULUTH EDISON CHARTER SCHOOL MEDICATION POLICY

1. This policy includes BOTH prescription AND over-the-counter medications.

2. Since giving medications to students presents some potential problems, it is preferred that medications be given at times OUTSIDE of school hours. If this is not possible, trained school staff will assist students and parent/guardian with this responsibility.

3. Students requiring medicine at school shall be identified by parent/guardian to the school nurse, health assistant, office manager, academy director, or teacher.

4. The Parent Request and Release for Administration of Medication Form must be completed by the parent/guardian BEFORE any medication will be given at school. When necessary, the parent/guardian may provide verbal permission to the school nurse. Verbal orders MUST be followed by written authorization.

5. The parent/guardian shall assume responsibility for informing the school nurse of any change in the student's medication. Medication dosage changes must be documented in writing by the parent/guardian. When necessary, the parent/guardian may provide verbal changes to the school nurse. Verbal orders MUST be followed by written authorization.

6. For the parent/guardian and the child's protection, an adult will bring the medication to the school office. (If there is a reason this is not possible, please contact the school nurse/administration.)

7. All prescription medications must be in the prescription bottle as issued by a pharmacist. (A duplicate bottle can be obtained from the pharmacist upon request.) Over-the-counter medication must be brought in the original container with the child's name written on it.

8. All medication orders are effective for the current school year only.

9. Medications will be kept in a locked cabinet, file, or drawer. Any exceptions to this rule must be cleared with the school nurse.

10. Requests for self-administered medications will be dealt with on an individual basis. Approval will be determined by the school nurse, physician, and parent/guardian. These students must have the Authorization to Self-Administer Medication Form filled out and on file in the Health Office. Students without prior approval, observed having or administering medicine, will be reported to the academy director.

11. The school district has the right to reject requests for administration of medication.

12. Field trips – Planning for students with conditions that require medication on field trips will be done on an individual basis PRIOR to the day of the field trip, with the help of the parent/guardian. It is the teacher and parent/guardian's responsibility to inform the Health Office in advance of a field trip as necessary, following school procedure.

13. Any medication that is to be given at school longer than two (2) weeks will need the physician's approval, in addition to the parents.