



Bellwood School District 88  
640 Eastern Ave, Bellwood, IL 60104

## Guidelines for the Administration of Medication at School for Parents

When a student requires medication, the primary responsibility for administering the medication rest with the parents. It is recommended that parents consult with their Primary Care Providers to see if midday doses of medication can be given at another time. Only those medications that are deemed necessary by the Primary Care provider as absolutely necessary to maintain the student in school will be given during school hours, provided that the following conditions are met.

1. Parent must provide the school with written medication orders from the Primary Care Provider for all medication given in school, including over the counter medication. The order must include the following information:
  - Student's name
  - Date of Birth
  - Primary Care Provider, Signature and date
  - Primary Care Provider, Phone and emergency number
  - Name of medication, dosage, route of administration, time and frequency of administration
  - Diagnosis requiring administration
  - Intended effects of the medication/possible side effects
  - Other medications the student is taking
  - Time interval for re-evaluation
  - Approval for self administration
  - Approval for student to carry emergency medication on their person (i.e inhaler or epi-pen)
  
2. The medication must be delivered to the school in a container that has been properly labeled by the Pharmacist. The container must have the following information:
  - Student name
  - Prescription number
  - Medication name and dosage
  - Administration route or other directions
  - Date and refill
  - Primary care provider name
  - Pharmacy name address and telephone number
  - Pharmacist name

Over the counter medications (OTC) must be delivered with the manufacturers original label with the ingredients listed and the student's name on the container.

3. The parent/guardian must also provide the school with a written request/authorization for the medication to be taken during school hours. The parent/guardian is responsible for delivering the medication to the school. In the event that a student does deliver the medication to school, parent/guardian must call the Health office to notify staff that the student is bringing the medication. District 88 and its staff will not take responsibility for any injury that occurs as a result of the student delivering the medication to the school. The parent/guardian is also responsible for making sure that the school has emergency

contact numbers on file at all times. Parents are responsible for reporting immediately any changes in medication or dose, and new orders must be received for each change. At the end of the school year parent are responsible for picking up any remaining medication from the school. All medication that is not picked up from the school will be destroyed.

4. Public Act 94-0792 allows students to carry and self administer asthma inhalers and Epinephrine auto injectors (epi-pen), provided that the above conditions are met. In addition the Primary care provider must also provide the school with a statement that the student has been trained and is able to self administer safely. There are several things that must be considered before it is determined that a child can safely self administer at school:
  - Can your child recognize when medication is not working and the importance of seeking help?
  - Has your child been trained by the primary care provide on how to use the medication and can he/she accurately return demonstrate proper use?
  - Is child responsible and able to take ownership of his/her medication, this means not sharing, not playing with and not losing his/her medication?

Please note that if the school nurse determines that your child is not able to safely self medicate he/she will not be allowed to carry the medication on his person, and you will be contacted immediately and made aware of this.

It is strongly recommended that an additional dose be kept at the school in the event your child forgets or loses his/her medication.

5. Please do not send any doses of medication to school until all paperwork has been reviewed and approved by the District Nurse. Unless all paperwork is complete no medication will be given. The District Nurse will contact parent/guardians with specific instructions as to when medication administration will begin.

Parent please note that orders are only valid for one year, if your child will continue to be on medication you must submit a new order each school year. Any time there are any changes made in the original order a new order must be given to the school.

As always if you have any questions please feel free to contact the health office at your child's school.