

Richland Parish School Board
PARENT’S ROLE IN MEDICATION ADMINISTRATION

The Louisiana State Legislature has in place medication laws for Louisiana parish schools. R.S. 17:436; I, enactment may be referred to. The Richland Parish School Board has established guidelines and procedures regarding these laws in order to be compliant with state regulations. In order for a student to receive medication at school, the following must be on file: completed medication order, release of liability form, parental consent for medication administration at school, and emergency information.

Prior to the beginning of each school year OR for any new medication to be given at school during the school year, parents must make an initial appointment with the school nurse to sign appropriate medication forms. These forms **must be completed** before any medication may be given at school. These medication forms are found in a **MEDICATION PACKET**. These medication packets can be found at the student’s school office OR at the School Nurse’s office at the Richland Parish School Board Office. **The MEDICATION ORDER form inside the medication packet must be filled out by the child’s doctor before medication can be given at school!** After all the forms inside the medication packet have been completed by the parent/guardian **and** the medication order form completed by the child’s doctor, call the Richland Parish School Board Office to make an appointment with the School Nurse. If she is not available, please leave a message. Bring the completed **MEDICATION PACKET** forms, **and THE MEDICATION THE STUDENT IS TO RECEIVE AT SCHOOL!**

After medication has been given at school and all forms are in place, **future refills** of the same medicine the student is receiving at school may be brought to the School Nurse OR the student’s school. The student’s medication would then be released to the School Nurse OR a school employee trained in medication administration. This must be released by a parent or guardian in a current medication container appropriately labeled by the pharmacy. Parents or guardians must sign a form stating the medication was received to and from whom, and how much was received. No more than a **35-day** supply in tablet form can be kept at the school for each child. **If a medication dosage or dispensing information should change**, the same guidelines should be followed for initial medicine doses. A **new MEDICATION ORDER** Form from the doctor with the new changes must be given to the School Nurse. A **new** pharmacy label must also be issued with the correct medicine.

At the end of school, all medication must be picked from the school by the student’s parent/guardian. Proper documentation must be signed when picking up any medicine. The School Nurse will designate medication pickup days at the schools. A letter will be sent near the end of school to indicate these dates. Any medication remaining at school one week after the last day of the school year will be wasted according to State/Parish policy. This includes tablets, liquids, Epi-pens, glucagon, insulin, etc.

Students are strictly prohibited from having any drugs in their possession (prescription or over-the-counter) on the school grounds, unless ordered and dispensed by the student’s doctor. **DO NOT SEND MEDICATION WITH THE STUDENT TO SCHOOL! ACCORDING TO SCHOOL POLICY, STUDENTS WHO VIOLATE THE DRUG POLICY SHALL BE SUBJECT TO DISCIPLINARY ACTION.**

Acutely ill students should be sent home or stay home from school. Students recovering from an acute illness should remain at home until the need for medication no longer exists.

No over the counter or prescription medication can be given without a doctor’s order! These may include: Tylenol, Motrin, cough syrup, antibiotic ointment, Tums, Roloids, anti-itch creams or sprays, first aid pain relieving ointment or sprays, etc.

Other medication information:

1. No medication will be accepted in plastic bags or mislabeled bottles.
2. No ear or eye drops can be given at school by school personnel; but, a student may self administer the medicine if the doctor orders and approves it.
3. Antibiotics should be given in a time frame so that they can be given at home if at all possible.
4. Each medicine ordered must be on a separate medication order form, to be completed by the doctor.
5. Annual renewals to continue medications require new orders each school year.
6. Parents/Guardians of students may come to the school to administer medication without any required paperwork or meeting with the school nurse.
7. Medication should be administered before or after school hours, whenever possible.
8. The first dose of any medication will be given outside the school jurisdiction, allowing at least 12 hours for observation for adverse reactions before the student returns to school.
9. All medication must have a current pharmacy label.
10. No more than a **35 day supply** of medicine can be kept at school. If any student has an inhaler or Epi-pen, etc. that they keep with them at all times, (as ordered by physician), they **MUST** go to the office as soon as possible to sign the medication log for the time it was used. If the student does carry medication on themselves, as listed above, it is advisable that the school office be provided with an extra dose for locked storage.

I HAVE READ AND AGREE TO THE TERMS OF MY ROLE IN MY CHILD’S MEDICATION ADMINISTRATION AT SCHOOL. PARENT SIGNATURE: _____ DATE: _____