

Crookston Public Schools

SCHOOL MEDICATION GUIDELINES

Medications should be administered at home under the supervision of the parent/guardian. However, there are cases when students will require the administration of medication during the school day. In those instances, the following procedure will be followed.

1. A **Medication Administration Authorization** will need to be completed by parent/guardian and physician before any prescription or over-the-counter preparations are administered in school. Herbal products, “dietary supplements”, or any products not regulated by the Food and Drug Administration will not be administered. It is the responsibility of the parent/guardian to notify the school when there is change in medication or if the medication is discontinued. A new medication administration authorization will need to be completed in any change in dosage or medication. The Medication Authorization will expire at the end of the school year. Parents/guardians must bring the medication to school. Medication cannot be brought to school by the student.
2. Prescription medications must be in the original prescription bottle and labeled with: date, student’s name, name and dose of medication, name of prescribing physician, how and when to take medication, and duration of medication. If there is a change in dosage, the prescription bottle must also show the change.
3. Over-the-counter preparations must be in the original labeled container. Over-the-counter preparations will only be administered to a student according to physician orders and parent/guardian consent. Medications or over-the-counter preparations in any other container will not be administered.
4. Medication will be kept locked in the Health Office. Students are allowed to carry their inhalers and Epi pens with physician and parent/guardian authorization.
5. Parent/guardian must pick up all unused medication. Any unused medication will be destroyed.