

# CICERO SCHOOL DISTRICT 99

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## PROCEDURES FOR MEDICATION IN SCHOOL

The administration of medication during school hours will be limited to those medications prescribed by a licensed health care provider and necessary to maintain a student's health and well-being. The school district will not be responsible for the administration of medications that may be given outside of school hours. Medications will not be administered nor will the self administration of any prescription or non-prescription medications be allowed by students without the written orders of a licensed health care professional along with the written permission of the parent/guardian. If a specific, short-term need arises for medication administration during the school day, the parent/guardian may administer these medications to their child while the child is on school property. Whenever possible, medications should be administered while the child is at home.

Medications that a student may carry with them during school hours or at school related activities are limited to an epinephrine auto-injector (Epi-Pen) or medications prescribed for the treatment of acute asthma symptoms provided that a signed "School Medication Authorization Form" is on file in the office. The school district will not assume liability for students who 'self-medicate'. It is highly recommended that additional doses of such medications be kept in the office for use in case of emergency.

The school district retains the right to reject a request for administration of medications or to discontinue the administration of any medication if complications or contraindications arise. It is the responsibility of the parent/guardian to notify the school district promptly in the event of a change in the medication. Updated, written physicians orders are required to alter the medication administration plan.

All medications must be provided to the school district in the original, labeled prescription container. It must have the name and telephone number of the dispensing pharmacy along with the prescriber information. It is the responsibility of the parents to provide medication refills to district personnel in a timely manner. The school district will not assume responsibility for medications that are lost or misused by students who are allowed to carry these medications.

At the end of the school year or upon transfer, it is the parent/guardian's responsibility to pick up any unused medication from the office. If these medications are not picked up by the close of the school year, the medication will be disposed of.