

PARENT GUIDELINES for ADMINISTRATION of MEDICATION



BRUCE MARTIN
Superintendent of Schools

Administration of Medications in School

When possible, medications should be administered outside of the school day. However, Saginaw Township Community Schools recognizes the need for medication to be administered to students while they attend school. A parent may choose to administer medications at the school. Medication must be administered in compliance with existing state and federal laws in a safe, effective manner. Due to the wide variety and complexity of medications being administered in the school setting, all staff involved will receive proper training.

Definition of Medication- Medication includes prescription, nonprescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injected and those applied as drops to eyes, nose, or medications applied to the skin. Over-the-counter medications are considered to be Tylenol, aspirin, Midol, cough syrups, cough drops, ibuprofen (Motrin), Sudafed, Tums and all other health remedies purchased over the counter.

Parent/Guardian Responsibilities

The following must be completed by the parent/guardian and cannot be delegated to another individual.

- ◆ Determine when medication refill is needed
- ◆ Complete a Medication Consent Form for each child
- ◆ Parent/Guardian signature on Medication Consent Form
- ◆ Physician signature on Medication Consent Form
- ◆ Parent/guardian bring filled medication in original container to school office
- ◆ Parents/guardian need to inform school staff if student has authority to carry inhaler
- ◆ Pick-up unused medication at end of school year, or any unused medication will be discarded by principal/designee

School Staff Responsibilities

- ◆ Follow physician orders on consent form
- ◆ Coordinate inventory of medication with parent/guardian when presented at school
- ◆ Principal or assigned designee to administer medication with witness present
- ◆ Ensure principal or assigned designee and witness sign distribution log for each time medication is distributed
- ◆ Transfer medication information to distribution log
- ◆ Follow district policy and medication handling procedures
- ◆ Maintain proper documentation
- ◆ Maintain confidentiality at all times
- ◆ Follow five "rights" of administering medication
 - Right Child
 - Right Medication

- Right Dosage
- Right Time
- Right Route

Storage

Medication is to be kept in a locked cabinet or box except for emergency medications (i.e. inhalers, epipens, etc.).

It is the student's responsibility to take the medication at the required time.

If you need further information concerning the administration of medications in school please contact Carol Mackie, ADN, RN, Saginaw Township School Nurse Consultant or Tony Skowronski, Director of Human Resources and Labor Relations.

Special thanks to these individuals who have given their time and expertise to the revision of these materials.

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