

MEDICATION PROCEDURES

1. Medications may be administered at school with a parent's written request expressing the need for such medication and the parent provides the medication. This includes both prescription and over-the-counter medications. A written request from a physician must be obtained if any prescription medication needs to be administered daily for more than 10 days, consecutively (fax may be accepted).

It is suggested that parents request an extra labeled bottle from the pharmacist for sending medications to school. Students and/or parents will be notified when their medication supply is low and the empty bottle will be sent home for a refill. Refills should be delivered to the school health clinic.

2. Prescription medications must be in the original container, properly labeled with the student's name, medication name, dosing instructions and ordered by a physician licensed to practice in the United States.
3. Sample medications provided by a physician may be administered if those medications are accompanied by a signed note from the physician and are appropriately labeled with the student's name, medication name, dosing instructions and ordered by a physician licensed to practice in the United States.
4. Parents/guardians must deliver and pick up all medications that are controlled substances to the school health clinic. These medications (controlled substances) will be counted by the campus nurse upon receiving them and the count will be documented. The parent is responsible for obtaining these medications from the campus nurse at the end of the school year.
5. Medications must be stored in the locked medication cabinet in the school health clinic and administered by health services personnel or other trained school employees. It is the student's responsibility to come to the school health clinic at the appropriate time to take their medication.
6. Non-prescription medications must be in the original container. The dosing directions on the over-the-counter packaging regarding age, amount and frequency of medication administration will be strictly followed. Requests to alter the dosage or frequency of the medication to be administered must be accompanied by a physician's written note stating the dosage of medication to be given and that it is necessary to administer an alternative dosage at school (fax may be accepted).
7. Medications prescribed or requested to be given three times a day or less will not be given at school unless a specific time of administration during school hours is prescribed by a physician.
8. A student may be allowed to self-administer inhaled asthma medication, an Epi-pen, or diabetes treatment ONLY if the following conditions have been complied with:
 - a. Written permission from the physician allowing the student to self-medicate or treat and an Individual Health Care Plan for the student is on file in the school health clinic.
 - b. The nurse has counseled the parent and the student on the school's inability to monitor the student's health condition during the school day while self-medicating or treating.
 - c. The student complies with all campus safety policies.
9. No District employee shall administer herbal substances, anabolic steroids or dietary supplements of any type except as provided in RRISD Policy; FFAC (local): *"Herbal substances or dietary supplements may be administered as prescribed by the physician, provided by the parent, and **only** if required by the Individualized Education Program or Section 504 plan of a student with disabilities."* Dietary Supplements and herbal substances are not FDA approved.
10. In accordance with the Nurse Practice Act; Texas Administrative Code, Section 217.11, the Registered Nurse and the Licensed Vocational Nurse have the responsibility and authority to refuse to administer medications that, in the nurse's judgment, are contra-indicated for administration to the student.